

# WVU CLASSIFIED EMPLOYEE HANDBOOK



**TABLE OF CONTENTS**

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

## PRESIDENT'S LETTER

Dear Colleagues:

Everyone working at West Virginia University helps cultivate a learning environment like none other. The vitality of this institution is engaging — and empowering.

Each day I see staff demonstrating our true Mountaineer spirit. From mentoring students to caring for our facilities, you dedicate yourselves to fulfilling the University's mission.

Together we are developing creative solutions and innovations to move the state forward and position West Virginia University as a leader among land-grant institutions during this transitional time within higher education.

You are the University's heart and soul. And because of your diligence and hard work, I know we will continue providing the quality teaching, research, and outreach West Virginia very much needs and deserves.

Thank you for all you do to make West Virginia University one of the finest universities in the country.

Sincerely,

E. Gordon Gee  
President, West Virginia University





## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

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# IMPORTANT NOTICES

## DISCLAIMER

Talent and Culture has prepared this handbook as an informational tool for classified employees. This handbook does not create any rights or benefits. This handbook is not a contract, nor is it an invitation to contract. This handbook supersedes all previous classified employee handbooks.

The rights or benefits of classified employees of the West Virginia University Board of Governors are governed by federal and state law, as well as West Virginia University rules, policies and procedures. West Virginia University rules, policies and procedures, some of which are discussed in this handbook, are subject to change at any time. In the event that a conflict occurs regarding the information contained in this handbook, federal and state law, as well as West Virginia University rules, policies and procedures are controlling.

Classified employees who have questions or concerns regarding the information contained in this handbook are encouraged to contact Employee Relations at (304) 293-5700 ext. 5 or at [EmployeeRelations@mail.wvu.edu](mailto:EmployeeRelations@mail.wvu.edu) for further assistance.

## EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

WVU is an EEO/ Affirmative Action Employer. Underrepresented class members are encouraged to apply. This includes: minorities, females, individuals with disabilities and veterans. For more information, please review [WVU BOG Talent and Culture Rule 3.2 – Affirmative Action and Equal Employment Opportunity](#), the web page for the [Office of Equal Opportunity and Affirmative Action](#), or contact Talent Strategy at (304) 293-4473 or at [EqualOpportunity@mail.wvu.edu](mailto:EqualOpportunity@mail.wvu.edu).

## NON-DISCRIMINATION STATEMENT, TITLE IX AND OFFICE OF EQUITY ASSURANCE

West Virginia University is committed to fostering a diverse and inclusive culture by promoting diversity, inclusion, equality, and intercultural and intercommunity outreach.

The University does not discriminate on the basis of race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined

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## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression in the administration of any of its educational programs, activities, or with respect to admission or employment.

For more information please review [WVU BOG Governance Rule 1.6 - Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Stalking, Retaliation, and Relationships](#) or the web page for [Title IX and Office of Equity Assurance](#). To file a complaint, please review the [Equity Assurance Complaint Form](#) or contact the Equity Assurance Office at (304) 293-5600 or [TitleX@mail.wvu.edu](mailto:TitleX@mail.wvu.edu).

## DEFINITIONS

The definitions for many of the words used throughout this handbook can be found in [WVU BOG Talent and Culture Rule 3.1 - Administration and Employment Practices](#). The definitions are a key piece of information that you will need when determining whether or not your classified position is eligible for the various benefits or privileges outlined in this handbook. Please note that other qualifying conditions may also apply.

## COPYRIGHT

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## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

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# INTRODUCTION

## ABOUT THIS HANDBOOK

Talent and Culture developed this handbook as an informational tool for classified employees. While the handbook can be printed, it is most useful and up to date when it is used as an on-line, interactive document. If you decide to print a copy of this handbook, please return to the on-line version of the handbook to ensure that you have the latest version before you rely on any of the information in your printed copy.

As you review the handbook, you will notice that some of the font is blue. Anything in this handbook that is in blue font is actually an active link to another section of the handbook; a web page with more information on that specific topic; or an e-mail link that will put you in direct contact with someone who can provide more information.

Please contact Employee Relations at (304) 293-5700 ext. 5 or at [EmployeeRelations@mail.wvu.edu](mailto:EmployeeRelations@mail.wvu.edu) if you have any trouble with the links in this handbook.

## YOUR ROLE AS A WVU CLASSIFIED EMPLOYEE

As a representative of a highly respected educational institution, you have a significant role in public relations. In some instances, you will be the only contact that people will have with your department or WVU. It is important that you serve the public, other WVU employees, and students with courtesy and responsiveness, that the information you provide is accurate, and that you demonstrate the highest standards of integrity and honesty. Every interaction with people--whether in person, on the phone, or by mail or e-mail--is an opportunity to create a positive impression, provide effective service, and foster good public relations.

Your primary and most important responsibility is to do a good job on the tasks that you are assigned. Listen carefully to your supervisor's instructions and promptly carry them out to the best of your ability. Ask questions as necessary and offer constructive suggestions. Your supervisor is interested in your ideas and appreciative of your initiative and efforts to do a good job.

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## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

## MISSION, VISION, AND VALUES

The tasks and responsibilities assigned to you by your supervisor are the individual steps of a collective effort to implement a larger strategy. To ensure that your efforts support this larger strategy, you should review the following information.

### Mission

As a land-grant institution, the faculty, staff and students at West Virginia University commit to creating a diverse and inclusive culture that advances education, healthcare and prosperity for all by providing access and opportunity; by advancing high-impact research; and by leading transformation in West Virginia and the world through local, state and global engagement.

### Vision

As One West Virginia University, we are purposeful in our studies and our work so that we can partner with our communities — both near and far — to bring needed and valued solutions to real-life problems within the pillars of education, healthcare and prosperity.

### Values

#### **Service**

We seek opportunities to serve others and are committed to providing the highest quality of service.

#### **Curiosity**

We ask questions, seek new opportunities and change through innovation.

#### **Respect**

We are respectful, transparent and inclusive with each other.

#### **Accountability**

We perform at our very best every day to create a University that is responsive, efficient and effective.

#### **Appreciation**

We support and value each other's contributions as we build a community that is One WVU.





## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

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## GOVERNANCE AND ADMINISTRATION

The West Virginia University Board of Governors (the "Board") was created by the West Virginia Legislature as the governing body of the West Virginia University system, including West Virginia University, West Virginia University Potomac State College, and West Virginia University Institute of Technology (collectively the "University"). The Board has the mission of general supervision and control over the academic and business affairs of the University.

### University Governance

[WVU Board of Governors \(WVU-BOG\)](#)

[WV Higher Education Policy Commission](#)

[Faculty Senate](#)

[Staff Council](#)

[Student Government Association](#)

### University Administration

[WVU President's Office](#)

[WVU Academic Provost](#)

[WVU General Counsel](#)

[WVU Health Sciences](#)

[WVU Institute of Technology](#)

[WVU Potomac State College](#)

[WVU Research](#)

[WVU Strategic Initiatives](#)

[WVU Student Life](#)

[WVU University Relations](#)

## ADDITIONAL INFORMATION ABOUT WVU

If you would like further information about the University, we encourage you to visit the [About WVU](#) web page.

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# LAWS, RULES, POLICIES, & PROCEDURES

As a classified employee, you are also considered a public employee of the State of West Virginia, and public employment is often highly regulated. The following links will take you to the key laws, rules, policies, and procedures that cover your employment at WVU.

## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

[WV Constitution](#)

[WV Code \(State Law\)](#)

[WV Code of State Rules \(State Regulations\)](#)

[WV Higher Education Policy Commission \(HEPC\)](#)

[WVU Board of Governors Rules](#)

[WVU Division of Diversity, Equity & Inclusion](#)

[WVU Environmental Health & Safety Policies, Procedures & Programs](#)

[WVU Faculty Policies and Procedures](#)

[WVU Information Technology Services Policies and Procedures](#)

[WVU Internal Audit Policies and Procedures](#)

[WVU Office of Sponsored Programs Policies & Regulations/Guidelines](#)

[WVU Strategic Initiatives Policies](#)

[WVU Talent and Culture Policies, Procedures, Guidelines & Information](#)

[WVU Transportation & Parking Rules and Regulations](#)

[WVU University Relations Policies & Guidelines for Websites](#)



**TABLE OF CONTENTS**

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

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# EMPLOYMENT

## TRANSFER AND PROMOTION OPPORTUNITIES

If you are interested in applying for a transfer or a promotion opportunity, please review the information on the [Talent Strategy](#) web page or contact Talent Strategy at (304) 239-5700 ext. 1 or at [employment@mail.wvu.edu](mailto:employment@mail.wvu.edu).

To view current job postings please click the WVU Jobs button.



If you are currently serving an initial or extended probationary period, you will need written authorization from your supervisor before you will be permitted to apply for transfer or promotional opportunities within the University.

When accepting a transfer/promotion at WVU, you will be expected to provide your current supervisor with a minimum two (2) weeks notice. A shorter notice may be provided if authorized by your current supervisor.

## EMPLOYMENT OF RELATIVES

You should be aware that a supervisory employee may neither initiate nor participate in institutional decisions involving a direct benefit to an immediate family member. Such decisions include, but are not limited to: hiring, retention, transfer, promotion, appointment to an interim or acting position, salary, and leave requests.

For more information, including the definition of "family member," please review [WVU-HRAP 1.2 – Employment of Relatives](#). If you have any questions or concerns, please contact Talent Strategy at (304) 293-5700 ext. 1 or at [employment@mail.wvu.edu](mailto:employment@mail.wvu.edu).

## ORIENTATION

During the first days of your employment the orientation process will begin. Your supervisor should provide you with an introduction to rules, policies, procedures, programs, performance standards, and conduct expectations. In addition, keep in mind that your supervisor is your best source for specific information, and that you should go to him/her if you have any questions, problems or concerns.

For more information, please review the [New Employees](#) web page or contact Talent and Culture at (304) 293-5700.

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## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

## PROBATIONARY PERIOD

Each classified employee hired by the University shall serve an initial probationary period of six (6) months. At the end of the probationary period, the classified employee's supervisor shall provide a written evaluation to the classified employee based on the performance standards or goals established by the supervisor for the position. The supervisor shall meet with the Classified Employee and explain the contents of the evaluation and whether the Classified Employee is being offered regular employment.

Your probationary period may be extended to a maximum of twelve (12) months at the discretion of your supervisor, working with Employee Relations.

During the initial or extended probationary period, you will need written authorization from your supervisor before you will be permitted to apply for transfer or promotional opportunities within the University.

A classified employee may be separated from employment during the initial or extended probationary period if he/she fails to meet established position expectations, as outlined in University policy.

For additional information regarding the probationary period please review [WVU-HRAP 4.2 – Probationary Period](#) or contact Employee Relations at (304) 293-5700 ext. 5 or [EmployeeRelations@mail.wvu.edu](mailto:EmployeeRelations@mail.wvu.edu).

## UNIVERSITY BUSINESS HOURS

The official business hours of the WVU Morgantown Campus are 8:15 AM to 4:45 PM, Monday through Friday, unless otherwise noted. The business hours relate to the time period when University administrative offices are open to meet daily operational needs.

However, WVU operates on a 24/7 schedule to meet the needs of our students and other customers. Therefore, your supervisor will establish your standard work schedule based on the duties and responsibilities of your position, and the operational needs of the University. For more information on the methods used to establish work schedules, please see [WVU BOG Talent and Culture Rule 3.1 – Administration and Employment Practices](#).

Please note that divisional campuses and other off-campus location may have slightly different business hours than the WVU Morgantown Campus.

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## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

## STANDARD WORKWEEK & WORK HOURS

The standard workweek is a regularly recurring period of one hundred sixty-eight (168) hours in the form of seven (7) consecutive twenty-four (24) hour periods. It begins at 12:01 AM on Sunday and ends at 12:00 AM (midnight) the following Saturday.

The standard number of work hours for a 1.0 FTE, classified employee is 37.50 hours per standard workweek. The standard number of work hours will be prorated for less than 1.0 FTE positions.

## FLEXIBLE WORK ARRANGEMENTS

Providing flexible work arrangements can improve customer service by either extending the length of business hours or by matching business hours to the needs of customers. In addition, providing the opportunity to have such flexibility can improve employee morale and provide an important non-monetary benefit to employees.

Your supervisor and your respective dean/director may permit a flexible work arrangement, depending upon operational needs. For more information, please visit the [Flexible Work Arrangement Information](#) web page or contact Employee Relations at (304) 293-5700 ext. 5 or at [EmployeeRelations@mail.wvu.edu](mailto:EmployeeRelations@mail.wvu.edu).

## MEAL BREAKS & REST PERIODS

During the course of a workday of six (6) or more hours, your supervisor is required to allow you to take at least a twenty (20) minute meal break. This provision shall be required in all situations where you are not afforded necessary breaks and/or permitted to eat lunch while working.

If you are a non-exempt employee you may be granted a rest period not to exceed ten (10) minutes during each half-shift of work. Rest periods are granted at the discretion of your supervisor. You may be required to work through your rest period, due to operational needs. Since a rest period is compensable time, you will not receive additional compensation if you are required to work through your rest period.

If you have questions regarding meal breaks or rest periods, please contact Classification & Compensation Administration at (304) 293-5700 ext. 6 or at [classcomp-hr@mail.wvu.edu](mailto:classcomp-hr@mail.wvu.edu).



## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

## TRANSPORTATION & PARKING

For information regarding employee transportation and parking please visit the [WVU Transportation & Parking](#) web page. This web page will provide you with information regarding employee parking, alternative transportation options, and other WVU transportation services. You may also contact the Department of Transportation & Parking at (304) 293-5502 or at [transportation@mail.wvu.edu](mailto:transportation@mail.wvu.edu).

## MOUNTAINEER CARD SERVICES

Your Mountaineer Card is more than just your photo identification – it is your key to the campus. For more information, please visit the [Mountaineer Card Services](#) web page.

## LOGIN

[Login](#) is the system that provides every employee a unique set of credentials for access to various University systems. If you forget your password, you can reset it yourself on the site.

## MYACCESS

[MyAccess](#) is a one-stop employee application portal for WVU employees. Here, you will find announcements about important upcoming dates, deadlines, and events, as well as links to many WVU systems and applications. From this site you can access:

- Your own employee records via MyHR, including pay statements and W2s.
- Your own leave and your employees' leave through the WVU Leave Request System,
- The WVU Timeclock for recording your start and stop time at work via MyTime,
- Your own Timecard and your employees' Timecards via MyTime,
- WVU's online shopping site, Mountaineer Marketplace,
- The MAP Applications Suite for financial data,
- ...and more!

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## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

## ACCESS TO CENTRAL PERSONNEL FILES

You may review your central personnel file in Talent and Culture Monday through Friday, 8:15 AM to 4:30 PM. You will need to make an appointment with the Records unit and a photo ID will be required in order to access your file. The Records unit will need at least twenty-four (24) hours advance notice to pull your file. While the Records unit will make every attempt to schedule your appointment as soon as possible, other factors (e.g. previously scheduled appointments with other employees) may extend that time frame.

More details can be found in [WVU-HRAP-1.1 Access to Central Personnel Files](#). For additional information, please visit the [Records Management](#) web page, or call (304) 293-4473 and ask for the Records unit.

## RELIGIOUS ACCOMMODATION

WVU recognizes that some employees may observe religious holidays that are not included in the list of University recognized holidays. Reasonable time off may be granted by your supervisor, if requested and approved in advance. However, please note that operational needs or hardships will be considered when your supervisor determines whether or not to grant your request.

Additional information, including how to account for your time off from work, can be reviewed in [WVU-HR-38 Religious Accommodation Policy](#). You may also contact Employee Relations at (304) 293-5700 ext. 5 or at [EmployeeRelations@mail.wvu.edu](mailto:EmployeeRelations@mail.wvu.edu).





## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

[www.hr.wvu.edu](http://www.hr.wvu.edu)

# PAYROLL & EMPLOYEE PROCESSING

## PAYROLL & EMPLOYEE PROCESSING SERVICES

Payroll & Employee Processing Services is a unit under the Division of Finance. You can find detailed information regarding all of their services at the [Payroll & Employee Processing](#) web page, or you may contact them directly as follows:

### Payroll and Employee Processing Services

One Waterfront Place  
3<sup>rd</sup> Floor  
P.O. Box 6005  
Morgantown, WV 26506  
Payroll: (304) 293-3379, ext. 1; [Payroll@mail.wvu.edu](mailto:Payroll@mail.wvu.edu)  
EPS: (304) 293-3379, ext. 2; [eps@mail.wvu.edu](mailto:eps@mail.wvu.edu)

## I-9 FORM

Federal regulations require that all U.S. employers complete and retain a Federal I-9 Form for each individual hired, including citizens and non-citizens of the United States, prior to beginning employment. The employee must complete a Federal I-9 Form through WVU Employee Processing Services (EPS) prior to or on the first day of employment. Failure to comply with this policy could result in fines, penalties, or other disciplinary actions against the hiring department and/or its supervisor or hiring official.

West Virginia University is an E-verify employer. E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. (For more information, please visit [www.uscis.gov](http://www.uscis.gov).)

## PAY CHECKS

WVU pays employees on a bi-weekly basis. Employees will be paid every other Friday. Paydays falling on a WV State holiday that coincides with a recognized banking holiday will be paid the prior business day. Also, all employees are paid in arrears (e.g. one (1) pay cycle behind the actual work period.)

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## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

## DIRECT DEPOSIT

As a service to employees, WVU requires direct deposit into your checking or savings account. You can change your direct deposit information as often as you desire to do so, but you should not close out any existing bank accounts until the first transaction has occurred showing the change. Visit the [Payroll and Employee Processing Services Forms](#) web page to access the direct deposit form.

## PAY STATEMENTS

Payroll statements and other payroll information can be found online through the [MyAccess](#) employee portal.

## MYTIME

MyTime is the University's time management system. It is composed of both web-based time clocks, as well as traditional card-swipe time clocks. MyTime can be accessed on the internet by going to the [MyAccess](#) web page. There are three (3) separate parts to the MyTime system:

1. Web-Based Clocks & Card-Swipe Clocks (Non-Exempts)
2. Timecards (Non-Exempts)
3. Leave Requests (Exempts & Non-Exempts)

These three (3) parts work together in order to ensure that you are paid correctly and that your leave benefits, if applicable, are easy to view and use. If you have questions or concerns regarding MyTime, please speak to your supervisor or your Expert Business Office.

## EMPLOYMENT VERIFICATIONS

Employment verifications are handled by the Payroll unit. Responses to verifications are restricted to the release of your name, employment dates, and job titles. Additional information, including salary data may be released with your written authorization or a valid court order. For more information please contact the Payroll unit at (304) 293-3379 ext. 1 or at [Payroll@mail.wvu.edu](mailto:Payroll@mail.wvu.edu).



## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

# BENEFITS

## NEW EMPLOYEE BENEFITS SESSIONS AND REMOTE PROCESSING

Benefits Sessions and Remote Processing Packets are designed to educate those newly eligible for WVU benefits about the University's numerous benefit options and make enrolling in them as convenient and easy as possible. For more information, please visit the [New Employee Benefits Sessions and Remote Processing](#) web page.

If you have questions about processing remotely, or to schedule an in-depth Benefits Session please contact Benefits Administration at (304) 293-5700 ext. 4 or [Benefits@mail.wvu.edu](mailto:Benefits@mail.wvu.edu).

## BENEFITS OPEN ENROLLMENT

Open Enrollment is an annual process that affords you the opportunity to review your benefits, enroll in benefit plans or make changes to your existing coverage. Open Enrollment is conducted in the spring of each year.

## INSURANCE PLANS

West Virginia University provides an extremely competitive benefits package to its benefits-eligible employees. The benefits, programs, and services offered are a sizable amount of an employee's overall compensation and important factors in encouraging a healthy work-life balance at WVU. Please visit the [Insurance Plans](#) web page for more information, or contact Benefits Administration at (304) 293-5700 ext. 4 or at [Benefits@mail.wvu.edu](mailto:Benefits@mail.wvu.edu).

## RETIREMENT

WVU strives to provide employees with as many options as possible to maximize their retirement savings opportunities. To build even higher income for their retirement years, employees can make additional contributions to the Supplemental Retirement Plans. An employee's employment at WVU is covered by Social Security, so Social Security benefits also may be part of your retirement income. Retiree health insurance is also available to those who meet the minimum [retirement eligibility guidelines](#). For more information, please visit the [Retirement](#) web page or you can contact Benefits Administration at (304) 293-5700 ext. 4 or at [Benefits@mail.wvu.edu](mailto:Benefits@mail.wvu.edu).

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## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

## WVU RETIREES ASSOCIATION

The WVU Retirees Association focuses on providing opportunities for the membership to remain involved with the University community and with other retirees through activities such as programs, interest groups, travel, volunteerism, health and financial seminars, and cultural and social events. For more information, please visit the [WVU Retirees Association](#) web page.

## BENEFITS FOR OTHER QUALIFIED ADULTS

In order to continue to recruit and retain high quality faculty and staff, West Virginia University is joining many of our higher education colleagues by expanding family-friendly benefit options to employees.

Benefits-eligible employees now have the opportunity to extend some WVU-administered benefits to other qualified adults (OQAs) and children in your household. For more information, please visit the [Benefits for Other Qualified Adults](#) web page or you can contact Benefits Administration at (304) 293-5700 ext. 4 or at [Benefits@mail.wvu.edu](mailto:Benefits@mail.wvu.edu).

## CARE@WORK

WVU has partnered with Care.com, a national organization of caregivers, to bring employees and members of the WVU Retirees Association Care@Work memberships at no cost. Eligible employees will have access to care for every member of their family, no matter where they are nationwide, simply by signing up with their official WVU e-mail address. For more information, visit the Benefits Administration web page for [Care.com](#).

## PROGRAMS, SERVICES, AND DISCOUNTS

WVU is proud to offer programs, services, and discounts that benefit employees, their families and the community. Eligibility may vary by program, service and discount.

*WVU does not guarantee the quality of goods or services provided by participating vendors.*

For more information, please visit the [Programs, Services, and Discounts](#) web page.

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## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

## EMPLOYEE LEAVE

Below, you will find basic information on employee leave. [WVU BOG Talent and Culture Rule 3.5 – Employee Leave](#) is the authority regarding the types of leave listed below. You may also contact Benefits Administration at (304) 293-5700 ext. 4 or at [Leave@mail.wvu.edu](mailto:Leave@mail.wvu.edu) for more information.

To request leave, all leave eligible employees are required to use the WVU Leave Request System, which is located in the [MyAccess](#) employee portal.

### Eligibility for Annual Leave & Sick Leave

A classified employee in a position established to work on a regular and continuing basis for at least 1,040 hours over a minimum of nine (9) consecutive months within a twelve (12) month period is eligible to earn annual and sick leave.

A classified employee in a position established to work less than 1,040 hours, or less than a minimum of nine (9) consecutive months within a twelve (12) month period is not eligible to earn annual or sick leave.

### Annual Leave

Classified employees in eligible positions established to work twelve (12) months, at 1.00 FTE are eligible to accrue annual leave as follows:

Years of Service	Hours Accrued Per Month	Days Accrued Per Month	Maximum Days Accrued Per Year
Less than 5	9.375	1.25	15.00
5 to less than 10	11.250	1.50	18.00
10 to less than 15	13.125	1.75	21.00
15 or more	15.00	2.00	24.00

Classified employees in eligible positions established to work less than twelve (12) months, and/or less than 1.00 FTE shall accrue annual leave on a pro-rated basis.

Use of annual leave must be approved in advance by your supervisor, and it cannot be used before it has been accrued and credited to your leave balance.

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## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

### Sick Leave

Classified employees in eligible positions established to work twelve (12) months, at 1.00 FTE are eligible to accrue sick leave as follows:

Hours Accrued Per Month	Days Accrued Per Month	Maximum Days Accrued Per Year
11.25	1.50	18.00

Classified employees in eligible positions established to work less than twelve (12) months, and/or less than 1.00 FTE shall accrue sick leave on a pro-rated basis.

Sick leave cannot be used before it has been accrued and credited to your leave balance.

### Funeral Leave

If you are an employee eligible to earn sick leave, you may be able to charge up to five (5) days of sick leave as funeral leave. Funeral leave is intended to provide you with time to arrange for and attend the funeral and related services of an immediate family member, including travel time. Additional time necessary to meet the obligations outlined above shall be charged to annual leave.

Funeral leave is not provided for estate legal obligations and/or an extended bereavement period. Annual leave may be requested for these purposes.

### Personal Leave of Absence without Pay

An employee, upon application in writing and upon written approval by the President or his/her designee, may be granted a continuous leave of absence without pay for a period of time not to exceed twelve (12) consecutive months, provided all accrued annual leave has been exhausted.

### Special Emergency Leave with Pay

Special emergency leave with pay may be granted by the president of the institution or his/her designee to full-time employees in the event of extreme misfortune to the employee or the immediate family. The leave should be the minimum necessary, and in no case may it exceed five (5) days within any twelve (12) consecutive month period. Typical events which may qualify an employee for such leave are fire, flood, or other events (other than personal illness or injury, serious

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## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

illness or death in the immediate family) of a nature requiring emergency attention by the employee.

## MILITARY LEAVE

### 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, field service or active service to the State ordered by proper authority, or for field training or active service for the maximum period as provided by state and/or federal law.

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, credit for years of service, and experience with the institution. An employee shall be required to submit an order or statement from the appropriate military officer in support of the request for such military leave unless military necessity prevents giving of such notice.

For additional information regarding military leave please review [WVU BOG Talent and Culture Rule 3.5 – Employee Leave](#) and [WVU-HR-29 – Military Leave Policy](#) or contact Employee Relations at (304) 293-5700 ext. 5 or [EmployeeRelations@mail.wvu.edu](mailto:EmployeeRelations@mail.wvu.edu).

### Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their twelve (12) weeks of Family Medical Leave Act (FMLA) entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.





## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

FMLA also includes a special leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered service member during a single twelve (12) month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

If you have questions or concerns regarding military family leave entitlements please review [WVU-HRAP 2.1 – Family Medical Leave Act \(FMLA\)](#) or contact Employee Relations at (304) 293-5700 ext. 5 or [EmployeeRelations@mail.wvu.edu](mailto:EmployeeRelations@mail.wvu.edu).

## WORK RELEASE

In addition to various types of leave, the University also offers a number of work release programs. Specific details regarding eligibility for each program can be found in the [WVU-HR Work Release Procedure](#). Here is a list of the various work release programs:

- Employee Education
- Blood Product Donation
- Disaster Services
- Grievance
- Attendance at the WV State Legislature
- Jury Duty/Witness
- Interviewing
- Training Workshops
- New Employee Benefits Session
- Participation on University Committees
- Faculty & Staff Assistance Program (FSAP)

If you have questions regarding one of the work release programs, please contact Employee Relations at (304) 293-5700 ext.5 or at [EmployeeRelations@mail.wvu.edu](mailto:EmployeeRelations@mail.wvu.edu).



## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

## HOLIDAYS

[WVU BOG Talent and Culture Rule 3.6 – Holidays](#) outlines the process used to determine the University's holiday schedule. Generally, the number of full holidays is twelve (12), plus additional days for any election day (primary or general) held throughout the State. For additional information, please review the following resources:

[Employee Holiday Schedule](#)

[Guidelines for Handling and Processing Compensation for Working on a Holiday](#)

## INCLEMENT WEATHER & EMERGENCY CLOSURE

For full-time regular, classified employees work time lost during a declared inclement weather/emergency closure period will be considered regular work time for pay purposes and will not require time be charged to leave, nor will there be a requirement that the time be made up. The following resources provide additional information regarding inclement weather/emergency closures:

[WVU BOG Talent and Culture Rule 3.5 – Employee Leave](#)

[WVU Pay Practices for Inclement Weather/Emergency Closures](#)

## FACILITY/UTILITY DISRUPTIONS

When extended facility/utility disruptions occur, your supervisor may make arrangements for you to work at alternate work locations or on different schedules in order to continue operations. You may also be temporarily reassigned to work in different units until normal operations can resume.

If it is determined that options for alternate work sites, schedules, or units are not available, you may be released from work duties and required to charge accumulated annual or compensatory/substitute leave for the duration of the facility/utility disruption. You will be required to report back to work as scheduled upon notification of reassignment or reopening of the facility/building.

For more information, please review [WVU BOG Talent and Culture Rule 3.5 – Employee Leave](#) and [WVU-HR-13 – Facility/Utility Disruption Policy](#) or you can contact Employee Relations at (304) 293-5700 ext. 5 or at [EmployeeRelations@mail.wvu.edu](mailto:EmployeeRelations@mail.wvu.edu).

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## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

## EMPLOYEE WELLNESS

Talent and Culture is committed to supporting your wellness efforts by making it easier for you to learn about and use the resources available to you. For more information, please visit the [Employee Wellness](#) web page or e-mail [EmployeeWellness@mail.wvu.edu](mailto:EmployeeWellness@mail.wvu.edu).

## UNEMPLOYMENT COMPENSATION

Unemployment Compensation serves as wage replacement for employees if they experience a job loss. All employees have the right to file a claim for Unemployment Compensation benefits. They should apply for these benefits, or file a claim, at the [local unemployment office](#) as soon as they become unemployed. Usually individuals file during the first calendar week after losing a job. Weekly benefits are not paid retroactively (i.e. the sooner one files a claim, the sooner one may become eligible for benefits). Once the claim has been filed, it will be sent by the unemployment office to WVU Medical Management to complete the required WVU employment information.

## YEARS OF SERVICE

There are a number of ways to calculate your years of service, and each calculation can have a different methodology. For more information regarding the various methods for calculating your years of service, please visit the [Years of Service](#) web page. You may also contact Benefits Administration at (304) 293-5700 ext. 4 or at [Benefits@mail.wvu.edu](mailto:Benefits@mail.wvu.edu).

## AUTHORIZATION FOR RELEASE OF EMPLOYEE BENEFITS INFORMATION

Authorization for Release of Employee Benefits Information allows employees to designate who can discuss their benefits related information with the Benefits Administration staff. Employees can designate multiple people to discuss all their benefits related information or only specific areas.

For more information, please visit the [Authorization for Release of Employee Benefits Information](#) web page. You may also contact Benefits Administration at (304) 293-5700 ext. 4 or at [Benefits@mail.wvu.edu](mailto:Benefits@mail.wvu.edu).

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## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

# MEDICAL MANAGEMENT

Below, you will find basic information regarding various medical management topics. For more information please follow the links provided, or contact Medical Management at (304) 293-5700 ext. 8 or at [MedicalManagement@mail.wvu.edu](mailto:MedicalManagement@mail.wvu.edu).

## MEDICAL LEAVE

There are several federal and state laws that may overlap and run concurrently with WVU medical leave policies. The Medical Management unit understands that medical leaves of absence can be a confusing process and will strive to make the process as seamless as possible.

If you are absent from work due to a medical reason for more than five (5) consecutive days, you are required to provide a completed [Medical Verification Form](#) to the Medical Management unit. For more information, please visit the [Medical Leave](#) web page or contact Medical Management at (304) 293-5700 ext. 8 or at [MedicalManagement@mail.wvu.edu](mailto:MedicalManagement@mail.wvu.edu).

## FAMILY MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act (FMLA) provides qualified employees with up to twelve (12) weeks of unpaid, job-protected leave per year. At WVU, FMLA may be paid or unpaid, contingent upon available leave accruals.

You may use FMLA for the following reasons:

- for the birth and care of a newborn child;
- for placement of a child for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- to take medical leave when you are unable to work because of a serious health condition.

You will be eligible for FMLA if you have worked at WVU for at least twelve (12) months and at least 1,250 hours over the past twelve (12) months. For additional information on FMLA, or to review the specific information on FMLA for military families, please review [WVU-HRAP 2.1 – Family Medical Leave Act \(FMLA\)](#).

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## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

For questions or concerns regarding FMLA, please contact Medical Management at (304) 293-5700 ext. 8 or at [MedicalManagement@mail.wvu.edu](mailto:MedicalManagement@mail.wvu.edu).

## PARENTAL LEAVE

In order to meet eligibility requirements for Parental Leave, you must have been hired for permanent employment and worked at least twelve (12) consecutive weeks. Parental Leave provides qualified employees up to twelve (12) weeks of unpaid family leave during a twelve (12) month period following exhaustion of all their annual leave.

Parental Leave may be used for the following reasons:

- birth of a son or daughter;
- placement of a son or daughter for adoption; or
- to provide care of a son, daughter, spouse, parent or dependent (any person who is living with or dependent upon the income of an employee, whether related by blood or not) who has a serious health condition.

For additional information, please visit the [Parental Leave](#) web page or contact Medical Management at (304) 293-5700 ext. 8 or at [MedicalManagement@mail.wvu.edu](mailto:MedicalManagement@mail.wvu.edu).

## CATASTROPHIC LEAVE

The WVU Catastrophic Leave Program allows eligible employees who are approved for a medical leave and have exhausted all of their own available sick leave, annual leave and other paid time off, the opportunity to apply for participation to receive donations from WVU qualified employees. Once approved, this program makes it possible for an employee to continue receiving pay, if sufficient donations are received.

For additional information, please visit the [Catastrophic Leave](#) web page or contact Medical Management at (304) 293-5700 ext. 8 or at [MedicalManagement@mail.wvu.edu](mailto:MedicalManagement@mail.wvu.edu).

## MEDICAL SURVEILLANCE PROGRAM

The Medical Surveillance Program is designed to complement the continual efforts to provide a safe and healthy environment for WVU employees, and to ensure that employees appointed to specific positions and responsibilities receive appropriate medical examinations and

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## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

exposure surveillance. For more information, please visit the [Medical Surveillance](#) web page or contact Environmental Health and Safety at (304) 293-3792 or at [EHS@mail.wvu.edu](mailto:EHS@mail.wvu.edu).

## DRUG TESTING FOR FTA & FMCSA COVERED EMPLOYEES

West Virginia University complies with the [U.S. Department of Transportation](#) requirements relative to drug and alcohol testing for safety sensitive personnel as defined by the Federal Motor Carriers Safety Administration (FMCSA) and Federal Transit Administration (FTA).

For more information, please review [WVU BOG Talent and Culture Rule 3.4 – Drug and Alcohol Testing for FTA and FMCSA Covered Positions](#), the [DOT Drug and Alcohol Testing](#) web page, or feel free to contact Medical Management at (304) 293-5700 ext. 8 or at [MedicalManagement@mail.wvu.edu](mailto:MedicalManagement@mail.wvu.edu).

## AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

Employee and visitor inquiries regarding ADA compliance or concerns should be referred to Ms. Jill Hess, ADA Coordinator, Diversity, Equity and Inclusion. Location, West Virginia University, 1085 Van Voorhis Road, Suite 250 PO Box 6561, Morgantown, WV 26506-6561, Phone: 304-293-5600, e-mail: [Jill.Hess@mail.wvu.edu](mailto:Jill.Hess@mail.wvu.edu).

The ADA Coordinator facilitates employment accommodations at West Virginia University. The University follows the guidelines of the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, GINA, and current case law. This process is designed to assure that reasonable accommodations are provided as required by law. For more information, please review the [ADA Compliance](#) web page.

## WORKERS' COMPENSATION

Brickstreet Mutual Insurance Company manages Workers' Compensation Insurance for West Virginia University. If you sustain job related injuries you may be covered by Workers' Compensation Insurance for wage and/or health care needs. Timely and efficient completion of claims is necessary in order for WVU to assist qualified employees with receipt of their entitled Workers' Compensation benefits.

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## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

For additional information and requirements, please review the [Workers' Compensation](#) web page or contact Medical Management at (304) 293-5700 ext. 8 or at [MedicalManagement@mail.wvu.edu](mailto:MedicalManagement@mail.wvu.edu).

## MODIFIED RETURN TO WORK PROGRAM

If you are able to return to work following a medical leave, but are unable to perform your full job duties due to your medical condition, you may be considered for the Modified Return to Work Program. This program is designed to allow employees the ability to transition to their full job duties, therefore, job modification are made on a temporary basis.

For more information, please review the [Modified Return to Work Program](#) web page, or feel free to contact Medical Management at (304) 293-5700 ext. 8 or at [MedicalManagement@mail.wvu.edu](mailto:MedicalManagement@mail.wvu.edu).

## FACULTY & STAFF ASSISTANCE PROGRAM (FSAP)

The WVU Faculty and Staff Assistance Program is a free service offered to employees and their dependents. FSAP is a confidential resource that provides professional staff and a safe place to sort through problems and determine the best resources available to address them. Please visit the [Faculty and Staff Assistance Program](#) web page or contact FSAP directly at (304) 293-5590.

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**TABLE OF CONTENTS**

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

# WORKPLACE STANDARDS

## DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT, SEXUAL MISCONDUCT, DOMESTIC MISCONDUCT, STALKING, RETALIATION, AND RELATIONSHIPS

West Virginia University is committed to fostering a diverse and inclusive culture by promoting diversity, inclusion, equality, and intercultural and intercommunity outreach.

The University does not discriminate on the basis of race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression in the administration of any of its educational programs, activities, or with respect to admission or employment.

For more information, please review [WVU BOG Governance Rule 1.6 - Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Stalking, Retaliation, and Relationships](#) or the web page for [Title IX and Office of Equity Assurance](#). Any employee who violates this rule shall be subject to appropriate disciplinary action, including suspension, termination, or other disciplinary action as may be appropriate.

To file a complaint, please review the [Equity Assurance Complaint Form](#) or contact the Equity Assurance Office at (304) 293-5600 or [TitleIX@mail.wvu.edu](mailto:TitleIX@mail.wvu.edu).

## WORKPLACE VIOLENCE

West Virginia University is committed to preventing workplace violence and maintaining a safe work environment. In order to provide a safe and healthful work environment for its employees, customers, students and visitors the University expects employees to follow rules of conduct that will protect the interests and safety of all employees and the University. The rules of conduct are outlined in the [Workplace Violence Procedure](#).

In emergency situations the University Police should be contacted at (304) 293-COPS (2677).

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## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

If you have questions or concerns regarding workplace violence that are not an emergency situation, please contact Employee Relations at (304) 293-5700 ext. 5 or at [EmployeeRelations@mail.wvu.edu](mailto:EmployeeRelations@mail.wvu.edu).

## DRUG-FREE SCHOOLS & COMMUNITIES

West Virginia University is concerned with the well-being of its employees in all aspects of University life. The abuse of alcohol and the use of illegal drugs by members of the University community are incompatible with the goals of an academic institution.

Drug abuse and alcohol abuse on campus hinder the learning process, jeopardizing the University's mission to educate students and prepare them for responsible participation in society. With a combination of education and counseling, students, as well as employees, can become aware of the consequences of drug and alcohol abuse to themselves and to the University.

As directed by federal law, the [Drug-Free Schools and Communities Act Booklet](#) explains West Virginia University's drug and alcohol prevention policies for students and employees. The unlawful possession, use, or distribution of alcohol and illegal drugs on campus and at University functions is prohibited.

If you have questions, please contact Employee Relations at (304) 293-5700 ext. 5 or at [EmployeeRelations@mail.wvu.edu](mailto:EmployeeRelations@mail.wvu.edu).

## ALCOHOLIC BEVERAGES ON CAMPUSES

The University has established guidelines relating to the possession or sale of beer, wine or other alcoholic beverages on West Virginia University campuses. For more information please review [WVU-BOG Policy 18 – Alcoholic Beverages on the Campuses](#).

## TOBACCO FREE CAMPUS

The use of tobacco products, in any form, by a member of the University community located on or visiting the WVU campus is prohibited. Please review [WVU BOG Policy 57 – Tobacco Free Campus](#). Violation of this policy by employees may subject them to disciplinary action, up to and including termination of employment.

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## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

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If you have questions regarding these prohibitions, please contact Employee Relations at (304) 293-5700 ext. 5 or at [EmployeeRelations@mail.wvu.edu](mailto:EmployeeRelations@mail.wvu.edu).

## ETHICS

The West Virginia Governmental Ethics Act declares certain activities by public employees to be unlawful. As a WV public employee, you will be held responsible for adhering to the requirements of the Ethics Act. For more information, you should review the [WV Ethics Commission](#) web page, as well as [WVU-BOG Policy 17 - Ethics](#).

If you need advice regarding the Ethics Act, feel free to contact the Office of General Counsel at (304) 293-5841 or at [legalaffairs@mail.wvu.edu](mailto:legalaffairs@mail.wvu.edu).

In addition to compliance with the WV Governmental Ethics Act, WVU holds itself to the highest ethical standards. For this reason, the University has joined with EthicsPoint to establish an anonymous system for reporting possible violations of the University's policies. You may file an anonymous report with West Virginia University through the [EthicsLine](#) web page or toll-free at 866-413-1955.

You are encouraged, whenever possible, to discuss concerns with your supervisor or appropriate University personnel in such units as Internal Audit, Talent and Culture, or the General Counsel's Office. The University will not take retaliatory actions against an employee who makes good faith reports about potential misconduct.

## AUTHORIZED ABSENCES

Notification of an absence, prior to your scheduled start time, is of the utmost importance. If, for any reason, you are unable to report to work as scheduled, you must notify your supervisor, or his/her designee. Your supervisor will advise you on the proper departmental process for reporting an absence. Failure to notify your supervisor, as directed, can lead to disciplinary action up to and including termination of employment. **If you fail to properly report off from work for three (3) consecutive days it may be considered gross misconduct and grounds for termination.**

For more information, please review [WVU-HRAP 4.1 – Authorized Absences](#). If you feel you need to speak to someone other than your supervisor regarding the process for reporting absences, please contact

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## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

Employee Relations at (304) 293-5700 ext. 5 or  
[EmployeeRelations@mail.wvu.edu](mailto:EmployeeRelations@mail.wvu.edu).

## UNIVERSITY PROPERTY

University programs, personnel, time, titles and property; including equipment, systems, vehicles, information, supplies, and office space; are only to be used in conducting authorized business of the University. Use of University property for personal gain, pleasure, or benefit is prohibited.

Costs incurred by the University as the result of unauthorized or misuse of University property; such as, but not limited to, rekeying and personal phone calls; will be recovered from the responsible employee.

Unauthorized use, disclosure, alteration, or destruction of University resources is subject to disciplinary action, up to and including termination of employment and/or legal prosecution.

To be completely informed, you should review [WVU-HR-56 – University Property Policy](#). If you feel you need to speak to someone other than your supervisor regarding University property, please contact Employee Relations (304) 293-5700 ext. 5 or [EmployeeRelations@mail.wvu.edu](mailto:EmployeeRelations@mail.wvu.edu).

## DRESS & GROOMING

Considering the various duties and responsibilities of all WVU employees, it is impossible to create a universal dress and grooming code. Generally, you are expected to be suitably attired and groomed during working hours or when you are representing the interests of the University. Your supervisor will advise you on the appropriate dress and grooming requirements for your position.

If you feel you need to speak to someone other than your supervisor regarding dress and grooming requirements, please contact Employee Relations at (304) 293-5700 ext. 5 or [EmployeeRelations@mail.wvu.edu](mailto:EmployeeRelations@mail.wvu.edu).

## SOLICITATION

Solicitation and the selling of products or articles on University property, owned or leased, are prohibited; except, by organizations and groups directly affiliated with and recognized by West Virginia University, and authorized by written approval of the institution's president/designee.

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## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

The WVU campus mail and e-mail system are services provided to faculty, staff, and students for official University business only; it is not to be used for personal gain, political, religious or special interest purposes.

Except to solicit participation in official University programs and activities, no employee or other person shall solicit employee organizational membership during scheduled work time, in work areas of the University, when work tasks are to be performed. Employees who engage in the solicitation of membership to employee organizations must do so on non-work time and in non-work areas. For more information, please review the [WVU-HR-7-Concessions and Solicitations Policy](#).

If you have questions or concerns regarding solicitation, please contact Employee Relations at (304) 293-5700 ext. 5 or at [EmployeeRelations@mail.wvu.edu](mailto:EmployeeRelations@mail.wvu.edu).





## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

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# CLASSIFICATION & COMPENSATION

## CLASSIFICATION & COMPENSATION

The Classification and Compensation Administration unit is responsible for the administration of compensation programs for all non-faculty employees at West Virginia University and all regional campuses. Key responsibilities include:

- Maintain a uniform system of classification at WVU main and regional campuses.
- Develop and maintain a competitive salary structure for classified and non-classified positions.
- Respond to inquiries and advise on applicable pay policies, laws, and regulations that impact compensation.
- Identify appropriate category for new positions.
- Ensure new positions and organization changes are set up in Oracle (MAP).
- Monitor pay action requests for compliance with established pay programs and applicable laws.
- Provide consultation to clients on proactive pay strategies and problem solving.

For more information, please review [WVU BOG Talent and Culture Rule 3.3 – Classification and Compensation](#) or visit the [Classification & Compensation](#) web page. You may also contact Classification & Compensation Administration directly at (304) 293-5700 ext. 6 or at [classcomp-hr@mail.wvu.edu](mailto:classcomp-hr@mail.wvu.edu).

## INTERIM PROMOTIONS/TEMPORARY UPGRADES

If significant changes in the duties and responsibilities of your position occur on a temporary basis, an interim promotion or temporary upgrade may be requested by your supervisor. Such a temporary reassignment shall normally be for no less than four (4) consecutive weeks and no more than twelve (12) consecutive months. The specific forms used to process interim assignments can be found on the [Classification & Compensation Forms](#) web page.

If you have questions or concerns regarding interim assignments/temporary upgrades, please contact Classification & Compensation Administration at (304) 293-5700 ext. 6 or at [classcomp-hr@mail.wvu.edu](mailto:classcomp-hr@mail.wvu.edu).

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## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

## SECONDARY ASSIGNMENTS

Compensation for employees hired by other University appointing authorities on a temporary or casual basis will be handled as outlined in the [Guidelines for Handling and Processing Compensation for Secondary Assignments](#). If you have questions or concerns regarding secondary assignments, please contact Classification & Compensation Administration at (304) 293-5700 ext. 6 or at [classcomp-hr@mail.wvu.edu](mailto:classcomp-hr@mail.wvu.edu).

## ANNUAL INCREMENT (LONGEVITY PAY)

Annual increment (also referred to as longevity pay) is an annual salary supplement based on cumulative years of service as an eligible employee with the State of West Virginia. Generally, if you have three (3) or more years of eligible total service you will qualify for an annual increment payment of \$60.00 for each total year of eligible service. The payment occurs annually during the month of July. Complete details regarding eligibility and the method for calculating annual increment years of service can be found in [WVU BOG Talent and Culture Rule 3.7 – Annual Increment](#) or you may also contact Benefits Administration at (304) 293-5700 ext. 4 or at [Benefits@mail.wvu.edu](mailto:Benefits@mail.wvu.edu).

## OVERTIME

Classified employees are either in exempt or non-exempt positions as determined by the Fair Labor Standards Act (FLSA) criteria.

**Exempt Employees** do not receive overtime compensation.

**Non-Exempt Employees** are entitled to overtime compensation at the rate of one and one-half (1½) times the actual hourly rate for all actual hours worked in excess of forty (40) during one work week.

Overtime hours are scheduled at the discretion of your supervisor, using operational need and seniority as the criteria for selection. You must have your supervisor's permission PRIOR to working overtime.

For more information, please visit the University's [FLSA](#) informational web page, or contact Classification & Compensation Administration at (304) 293-5700 ext. 6 or at [classcomp-hr@mail.wvu.edu](mailto:classcomp-hr@mail.wvu.edu).



## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

## COMPENSATORY TIME-OFF (CTO)

In accordance with the Fair Labor Standards Act, West Virginia University (WVU) may grant non-exempt employees compensatory time off (CTO) in lieu of compensation for certain hours worked with prior supervisory approval. Supervisors are not required to offer CTO in lieu of monetary compensation; nor may a supervisor force an employee to take CTO in lieu of monetary compensation. Compensatory time may be earned only when the employee has worked 40 or more hours in the established workweek. All hours from 0+ to 40 are to be paid at the employee's hourly rate, with no option for time off in lieu of monetary compensation. Only those employees in fulltime regular and part-time regular positions are eligible for CTO.

For more information, please visit the [Compensatory Time-Off \(CTO\)](#) web page or contact Classification & Compensation Administration at (304) 293-5700 ext. 6 or at [classcomp-hr@mail.wvu.edu](mailto:classcomp-hr@mail.wvu.edu).

## EMERGENCY CALL-IN

All regular, non-exempt employees who respond to a request for emergency call-in shall be guaranteed a minimum of two and one-half (2.5) hours of compensation, at the applicable rate of pay, for each occasion in which the employee responds in an emergency call-in situation, at the request of management.

For more details, please review [WVU BOG Talent and Culture Rule 3.3 – Classification and Compensation](#). If you have questions, please contact Classification & Compensation Administration at (304) 293-5700 ext. 6 or at [classcomp-hr@mail.wvu.edu](mailto:classcomp-hr@mail.wvu.edu).

## HOLIDAY COMPENSATION

If you are required by your supervisor to work on a University holiday, you may be eligible for premium compensation or substitute time off, depending on certain criteria such as your FLSA exemption status. For specific information, please review [Guidelines for Handling and Processing Compensation for Working on a Holiday](#).

You may also contact Classification & Compensation Administration at (304) 293-5700 ext. 6 or at [classcomp-hr@mail.wvu.edu](mailto:classcomp-hr@mail.wvu.edu).



## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

## INCLEMENT WEATHER/EMERGENCY CLOSURE COMPENSATION

If you are required by your supervisor to work during an inclement weather or emergency closure, you may be eligible for premium compensation or substitute time off, depending on certain criteria such as your FLSA exemption status. For specific information, please review the [Pay Practices for Inclement Weather/Emergency Closure](#).

You may also contact Classification & Compensation Administration at (304) 293-5700 ext. 6 or at [classcomp-hr@mail.wvu.edu](mailto:classcomp-hr@mail.wvu.edu).



## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

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# EMPLOYEE RELATIONS

## REQUIRED POSTINGS

Various Federal and WV State laws require employers to post specific notices regarding employee rights and privileges. WVU adheres to these obligations by posting the required notices at various locations around campus. For your convenience, we have also posted these notices on-line at the [Required Postings](#) web page.

## PERFORMANCE MANAGEMENT

The University seeks to foster a high performance culture. Fundamentally, an effective performance management system is an ongoing process that provides clear performance objectives, coaching, feedback and recognition for outstanding work.

Strategic alignment of the workforce with our mission, vision, and values is critical to the continued growth and success of the University. Performance management will be used to ensure strategic alignment and also support you as you work to achieve your fullest potential.

For more information, please review [WVU BOG Talent and Culture Rule 3.8 – Performance Management](#) and visit the [Performance Review](#) web page, or feel free to contact Employee Relations at (304) 293-5700 ext. 5 or at [EmployeeRelations@mail.wvu.edu](mailto:EmployeeRelations@mail.wvu.edu).

## DISCIPLINE

The purpose of disciplinary action is to correct, not punish. You are expected to behave appropriately, to maintain standards of performance and conduct as required by your position, and to comply with applicable rules, policies, procedures, and laws. When this does not happen, disciplinary action may be taken. The Employee Relations unit is available to assist in this process, including working with you if you feel that you have been disciplined unfairly.

For more information, please visit the [Discipline](#) web page, or contact Employee Relations at (304) 293-5700 ext. 5 or at [EmployeeRelations@mail.wvu.edu](mailto:EmployeeRelations@mail.wvu.edu).

## CONFLICT RESOLUTION RESOURCES/OPTIONS

Conflict is an inevitable and healthy component of relationships and environments. Conflict may arise from factors internal or external to the

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**TABLE OF CONTENTS**

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

workplace. Fostering an atmosphere where conflict can be successfully addressed and managed is key to a productive workplace. There are a number of services and processes available at WVU to help you with proactive conflict management.

For more information, please visit the [Conflict Resolution Resources/Options](#) web page or contact Employee Relations at (304) 293-5700 ext. 5 or at [EmployeeRelations@mail.wvu.edu](mailto:EmployeeRelations@mail.wvu.edu).

**GRIEVANCE PROCESS**

All classified employees, including those in probationary status, can file a grievance. All grievances are processed under rules outlined in W, Va. Code §6C-2 *et seq.* You must send a copy of your grievance form to the following two (2) addresses:

WVU President's Office  
P.O. Box 6201, Stewart Hall  
Morgantown, WV 26506-6201

**AND**

State Grievance Board  
1596 Kanawha Boulevard, East  
Charleston, WV 25311

For more information about this process, including grievance forms, go to the [West Virginia Public Employees Grievance Board](#) or the [WVU Grievance Procedure](#) websites. Employee Relations is also available to answer your questions and they can be reached at (304) 293-5700 ext. 5 or at [EmployeeRelations@mail.wvu.edu](mailto:EmployeeRelations@mail.wvu.edu).

**REDUCTION IN FORCE (RIF)**

The University seeks to provide a positive and stable work environment. However, conditions may arise that necessitate the elimination of positions held by classified employees, otherwise known as a Reduction in Force (RIF). For more information, please review [WVU BOG Talent and Culture Rule 3.9 – Reduction in Force](#).

If you have questions or concerns regarding reduction in force, please contact Employee Relations at (304) 293-5700 ext. 5 or at [EmployeeRelations@mail.wvu.edu](mailto:EmployeeRelations@mail.wvu.edu).

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## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

# LEADERSHIP & ORGANIZATION DEVELOPMENT

West Virginia University is committed to the acquisition, retention, and development of a first-class workforce. To that end, Leadership and Organization Development offers targeted services to units, schools, and departments throughout the University to engage employees in professional development practices while creating a collaborative culture to enhance OneWVU.

We are transforming our philosophy from a provider of traditional, "one size fits all" classroom setting training options to providing specialized programming and services to clients in a more impactful way-customized to their needs, resources, and timeline.

Our goal is to help clients find solutions to their individual challenges and identify opportunities for strengthening leadership, improving efficiencies, and increasing employee engagement. Simply, we want to work with you to be a catalyst for individual and organizational change.

If you would like to learn more, please visit the [Leadership and Organization Development](#) web page, call us at (304) 293-5700 ext. 7 or e-mail us at [LOD@mail.wvu.edu](mailto:LOD@mail.wvu.edu).



## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

# END OF EMPLOYMENT

## RESIGNATION

If you intend to resign from your position with a record in good standing with the University, you must:

- provide at least two (2) weeks advance written notice of your resignation;
- return all University property; and
- settle any monetary or other obligations with the University.

You are expected to work through your two (2) week notice, unless waived by your supervisor. If you do not leave the University with a record in good standing, you may be ineligible for reemployment with the University.

For more detail about resignations, please review [WVU-HRAP 4.3 - Resignation](#). If you have questions or concerns regarding the resignation process, please contact Employee Relations at (304) 293-5700 ext.5 or at [EmployeeRelations@mail.wvu.edu](mailto:EmployeeRelations@mail.wvu.edu).

## EXIT INTERVIEWS

Classified employees who separate from the University will be contacted and asked to participate in an on-line employee exit interview. The exit interview is designed to ascertain data, suggestions, and recommendations to help the University improve the workplace environment. If you have any questions about the exit interview process, please contact Employee Relations at (304) 293-5700 ext. 5 or at [EmployeeRelations@mail.wvu.edu](mailto:EmployeeRelations@mail.wvu.edu).

## FINAL WAGES & ANNUAL LEAVE PAYMENTS

### Final Wages

If you have any questions regarding your final wages, please contact Payroll at (304) 293-3379 ext. 1 or at [Payroll@mail.wvu.edu](mailto:Payroll@mail.wvu.edu).

### Annual Leave Payments

If you have accrued and unused annual leave, you have the option to have the value of the annual leave paid as a lump sum, or to remain on University payroll in a terminal leave status until your accrued and unused annual leave is exhausted. If you have any questions regarding your

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## TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

accrued and unused annual leave, please contact Benefits Administration at (304) 293-5700 ext. 4 or at [Leave@mail.wvu.edu](mailto:Leave@mail.wvu.edu).

## TERMINATION OF BENEFITS

At the end of your employment with the University, it is important that you contact Benefits Administration to discuss how to handle your benefits, including, but not limited to, any rights you may have to continue PEIA health insurance coverage under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA).

For more information please contact Benefits Administration at (304) 293-5700 ext. 4 or at [Benefits@mail.wvu.edu](mailto:Benefits@mail.wvu.edu).



## WVU STAFF COUNCIL

The West Virginia University Staff Council was created to provide the classified staff employees of West Virginia University a means of conveying their concerns on employee-employer relations. This council was formed with recognition that all matters at West Virginia University are governed by state law, by the West Virginia Higher Education Policy Commission, and West Virginia University policies and procedures.

During the month of April of each odd-numbered year, WVU holds an election, at the direction of and in accordance with the procedures of the Staff Council. Members are elected as follows:

1. Five (5) classified employees - administrative/managerial sector;
2. Five (5) classified employees - professional/non-teaching sector;
3. Five (5) classified employees - paraprofessional/technician sector;
4. Five (5) classified employees - clerical/secretarial sector;
5. Five (5) classified employees – physical plant/maintenance/service sector;
6. One (1) classified employee - ACCE Representative; and
7. One (1) classified employee - Staff Council Chair.

During the election process, one (1) classified employee is also elected to serve as the WVU-BOG classified staff representative.

For more information please visit the [WVU Staff Council](#) web page. In addition please note the following contact information:

### Staff Council Office

Room 1403, One Waterfront Place

P.O. Box 6850

Morgantown, WV 26506-6850

Phone: (304) 293-5965

E-mail: [staffcouncil@mail.wvu.edu](mailto:staffcouncil@mail.wvu.edu)

Office Hours: Monday through Friday; 8:15 AM to 12:15 PM

Please visit the following web pages for more information regarding divisional/regional staff councils:

[WVU Potomac State College Classified Staff Council](#)

[WVU Institute of Technology Classified Staff Council](#)

### TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

**TABLE OF CONTENTS**

<a href="#">President's Letter</a>	2
<a href="#">Important Notices</a>	3
<a href="#">Introduction</a>	5
<a href="#">Laws, Rules, Policies, &amp; Procedures</a>	8
<a href="#">Employment</a>	9
<a href="#">Payroll &amp; Employee Processing</a>	14
<a href="#">Benefits</a>	16
<a href="#">Medical Management</a>	24
<a href="#">Workplace Standards</a>	28
<a href="#">Classification &amp; Compensation</a>	33
<a href="#">Employee Relations</a>	37
<a href="#">Leadership &amp; Organization Development</a>	39
<a href="#">End of Employment</a>	40
<a href="#">WVU Staff Council</a>	42
<a href="#">Search</a>	43
<a href="#">Index</a>	43
<a href="#">Quick Reference</a>	48

# SEARCH

If you would like to search for a word or a phrase within this handbook, use your keyboard and hold down the following two keys: **Ctrl + F**.

# INDEX

## [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

In addition to the active links, page numbers are listed beside of each entry in the Index.

## A

- [About this Handbook](#) – 5
- [About WVU](#) – 7
- [Access to Central Personnel Files](#) – 13
- [Alcoholic Beverages on Campus](#) – 29
- [Americans with Disabilities Act \(ADA\)](#) – 26
- [Annual Increment \(Longevity Pay\)](#) – 34
- [Annual Leave](#) – 18
- [Authorization for Release of Employee Benefits Information](#) – 23
- [Authorized Absences](#) - 30

## B

- [Benefits](#) – 15
- [Benefits for Other Qualified Adults](#) – 17
- [Benefits Open Enrollment](#) – 16

## C

- [Care@Work](#) - 17
- [Catastrophic Leave](#) – 25
- [Classification & Compensation](#) – 33
- [Compensatory Time-Off \(CTO\)](#) – 35
- [Conflict Resolution Resources/Options](#) – 37
- [Copyright](#) – 4

## D

- [Definitions](#) - 4
- [Direct Deposit](#) – 15
- [Discipline](#) – 37
- [Disclaimer](#) – 3
- [Discrimination](#) – 28
- [Domestic Misconduct](#) - 28

**NOTICE:** The WVU Classified Employee Handbook is an on-line, informational tool that is subject to change at any time. If you are reviewing a printed copy of this document, please visit the WVU Talent and Culture web page at <https://employeerelations.hr.wvu.edu/wvu-handbooks> to ensure that you have the most recent version of this document.

**TABLE OF CONTENTS**

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

[www.hr.wvu.edu](http://www.hr.wvu.edu)
**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

In addition to the active links, page numbers are listed beside of each entry in the Index.

[Dress & Grooming](#) – 31  
[Drug Free Schools & Communities](#) – 29  
[Drug Testing for FTA & FMCSA Covered Employees](#) – 26

**E**

[Eligibility for Annual Leave & Sick Leave](#) – 18  
[Emergency Call-In](#) – 35  
[Employee Leave](#) – 18  
[Employee Relations](#) – 37  
[Employee Wellness](#) – 23  
[Employment](#) – 9  
[Employment of Relatives](#) - 9  
[Employment Verifications](#) – 15  
[End of Employment](#) – 40  
[Equal Employment Opportunity & Affirmative Action](#) - 3  
[Ethics](#) – 30  
[Exit Interviews](#) – 40

**F**

[Facility/Utility Disruption](#) – 22  
[Faculty & Staff Assistance Program](#) – 27  
[Family Medical Leave Act \(FMLA\)](#) – 24  
[Final Wages & Annual Leave Payments](#) – 40  
[Flexible Work Arrangements](#) – 11  
[Funeral Leave](#) – 19

**G**

[Governance & Administration](#) – 7  
[Grievance Process](#) – 38

**H**

[Harassment](#) - 28  
[Holiday Compensation](#) – 35  
[Holidays](#) – 22

**I**

[I-9 Form](#) – 14  
[Important Notices](#) – 3

**NOTICE:** The WVU Classified Employee Handbook is an on-line, informational tool that is subject to change at any time. If you are reviewing a printed copy of this document, please visit the WVU Talent and Culture web page at <https://employeerelations.hr.wvu.edu/wvu-handbooks> to ensure that you have the most recent version of this document.



**TABLE OF CONTENTS**

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

In addition to the active links, page numbers are listed beside of each entry in the Index.

[Inclement Weather & Emergency Closure](#) – 22

[Inclement Weather & Emergency Closure Compensation](#) – 36

[Index](#) – 43

[Insurance Plans](#) – 16

[Interim Promotions/Temporary Upgrades](#) – 33

[Introduction](#) – 5

**J****K****L**

[Laws, Rules, Policies, & Procedures](#) – 8

[Leadership & Organization Development](#) - 39

Leave, see [Employee Leave](#) – 18

[Login](#) – 12

Longevity Pay, see [Annual Increment](#) – 34

**M**

[Meal Breaks & Rest Periods](#) – 11

[Medical Leaves of Absence](#) – 25

[Medical Management](#) – 24

[Medical Surveillance Program](#) – 25

[Military Family Leave Entitlements](#) – 20

[Military Leave](#) – 20

[Mission](#) – 6

[Modified Return to Work Program](#) – 27

[Mountaineer Card Services](#) – 12

[MyAccess](#) - 12

[MyTime](#) – 15

**N**

[New Employee Benefit Sessions & Remote Processing](#) – 16

[Non-Discrimination Statement, Title IX, & Office of Equity Assurance](#) - 3

**O**

[Orientation](#) – 9

[Overtime](#) – 34

**NOTICE:** The WVU Classified Employee Handbook is an on-line, informational tool that is subject to change at any time. If you are reviewing a printed copy of this document, please visit the WVU Talent and Culture web page at <https://employeerelations.hr.wvu.edu/wvu-handbooks> to ensure that you have the most recent version of this document.

**TABLE OF CONTENTS**

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

[www.hr.wvu.edu](http://www.hr.wvu.edu)
**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

In addition to the active links, page numbers are listed beside of each entry in the Index.

**P**

[Parental Leave](#) – 25  
[Pay Checks](#) – 14  
[Pay Statements](#) – 15  
[Payroll & Employee Processing Services](#) – 14  
[Performance Management](#) – 37  
[Personal Leave of Absence without Pay](#) – 19  
[President's Letter](#) – 2  
[Probationary Period](#) – 10  
[Programs, Services, & Discounts](#) - 17

**Q**

[Quick References](#) – 48

**R**

[Reduction in Force \(RIF\)](#) – 38  
[Relationships](#) - 28  
[Religious Accommodations](#) – 13  
[Required Postings](#) – 37  
[Resignation](#) – 42  
[Retaliation](#) - 28  
[Retirement](#) – 16

**S**

[Search](#) – 43  
[Secondary Assignments](#) – 34  
[Sexual Harassment](#) – 28  
[Sexual Misconduct](#) - 28  
[Sick Leave](#) - 19  
[Solicitation](#) – 31  
[Special Emergency Leave with Pay](#) – 19  
[Staff Council](#) – 44  
[Stalking](#) - 28  
[Standard Workweek & Work Hours](#) – 11

**T**

[Termination of Benefits](#) – 41  
[Tobacco Free Campus](#) – 29  
[Transfer and Promotion Opportunities](#) – 9  
[Transportation & Parking](#) – 12

**NOTICE:** The WVU Classified Employee Handbook is an on-line, informational tool that is subject to change at any time. If you are reviewing a printed copy of this document, please visit the WVU Talent and Culture web page at <https://employeerelations.hr.wvu.edu/wvu-handbooks> to ensure that you have the most recent version of this document.

**TABLE OF CONTENTS**

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

[www.hr.wvu.edu](http://www.hr.wvu.edu)
**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

In addition to the active links, page numbers are listed beside of each entry in the Index.

**U**

[Unemployment Compensation](#) – 23

[University Business Hours](#) – 10

[University Property](#) – 31

**V**

Vacation, see [Annual Leave](#) – 18

[Values](#) - 6

[Vision](#) – 6

**W**

[Work Release](#) – 21

[Workers' Compensation](#) – 26

[Workplace Standards](#) – 28

[Workplace Violence](#) – 28

[WVU Retiree Association](#) - 17

[WVU Staff Council](#) – 42

**X****Y**

[Years of Service](#) – 23

[Your Role as a WVU Classified Employee](#) – 5

**Z**

**NOTICE:** The WVU Classified Employee Handbook is an on-line, informational tool that is subject to change at any time. If you are reviewing a printed copy of this document, please visit the WVU Talent and Culture web page at <https://employeerelations.hr.wvu.edu/wvu-handbooks> to ensure that you have the most recent version of this document.



## QUICK REFERENCE

Below we have provided a listing of the phone numbers and webpages most commonly accessed by classified employees. If you do not find what you are looking for in this list, please visit the [WVU A-Z Site Index](#) or the [WVU On-line Directory Lookup](#).

### TABLE OF CONTENTS

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

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- 911 (9-911 from main campus phones)
- [Administrative Units Shared Services Center](#);
- [Admissions](#); (304) 293-2121
- [Arts & Entertainment](#); (304) 293-SHOW
- [Athletics](#); 1-800-WVU-GAME
- [Benefits Administration](#); (304) 293-5700 ext. 4
- [Budget Planning](#); (304) 293-4008
- [Campus Maps](#)
- Campus Operator - (304) 293-0111
- [Classification & Compensation](#); (304) 293-5700 ext. 6
- [Corporate Relations](#); (304) 293-8334
- [Division of Diversity, Equity & Inclusion](#); (304) 293-5600
- [Emergency Information/WVU Alert](#); 1-800-988-0096
- [Employee Relations](#); (304) 293-5700 ext. 5
- [Environmental Health & Safety](#); (304) 293-3792
- [Ethics Line](#); 866-413-1955
- [Extension Service](#)
- [Facilities & Services](#); (304) 293-7202
- [Faculty & Staff Assistance Program](#); (304) 293-5590
- [Finance](#); (304) 293-4008
- [Government Relations](#)
- [Health Sciences Center](#)
- [Health Sciences Center, Charleston Campus](#)
- [Health Sciences Center, Eastern Campus](#)
- [Health Sciences Center Safety Office](#); (304) 293-0952
- [Holiday Schedule](#)
- [Information Technology Services \(ITS\)](#); (304) 293-4444
- [Institutional Accounting, Reporting & Analysis](#); (304) 293-4008
- [Institutional Research](#); (304) 293-4245
- [Leadership & Organization Development](#); (304) 293-5700 ext. 7
- [Login](#)
- [Medical Management](#); (304) 293-5700 ext. 8

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**TABLE OF CONTENTS**

President's Letter	2
Important Notices	3
Introduction	5
Laws, Rules, Policies, & Procedures	8
Employment	9
Payroll & Employee Processing	14
Benefits	16
Medical Management	24
Workplace Standards	28
Classification & Compensation	33
Employee Relations	37
Leadership & Organization Development	39
End of Employment	40
WVU Staff Council	42
Search	43
Index	43
Quick Reference	48

- [Megabus](#)
- [Mountain Line Transit](#) (Free with WVU ID)
- [MyAccess](#)
- [Office 365 Outlook Web App](#)
- [Payroll & Employee Processing Services](#); (304) 293-3379
- [President's Office](#); (304) 293-5531
- [Printing and Copier Services](#); (304) 293-6366
- [Procurement, Contracting & Payment Services](#); (304) 293-5711
- [PRT Status](#)
- [Revenue Services](#); (304) 293-4002
- [Risk Management & Insurance](#); (304) 293-8441
- [Sponsored Projects & Property Administration](#); (304) 293-4002
- [Staff Council](#); (304) 293-5965
- [Strategic Initiatives](#); (304) 293-2545
- [Student Recreation Center](#); (304) 293-PLAY (7529)
- [Talent and Culture](#); (304) 293-5700
- [Talent Strategy](#); (304) 293-5700 ext. 1
- [Tax Services](#); (304) 293-3379 ext. 3
- [Title IX and Office of Equity Assurance](#); (304) 293-5600
- [Transportation & Parking](#); (304) 293-5502
- [Treasury Operations](#); (304) 293-4008
- [University Events](#); (304) 293-7132
- [University Libraries](#); (304) 293-4040
- [University Police](#) – (304) 293-COPS (2677)
- [WVU Board of Governors](#)
- [WVU Calendar](#)
- [WVU Institute of Technology \(Beckley Campus\)](#)
- [WVU Intranet](#)
- [WVU Jobs](#); (304) 293-HIRE (4473)
- [WVU Organizational Charts](#)
- [WVU Potomac State College \(Keyser Campus\)](#)
- [WVU Retiree Association](#) – (304) 293-3389
- [WVU Today](#)
- [WVU Zimride](#)
- [Zipcars](#)

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