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Faculty proposing a College subsidized faculty led study abroad trip must prepare the appropriate documentation and receive College approval by the end of the budget submission deadline for the fiscal year the study abroad trip is scheduled to occur. This typically occurs in mid to late August of the prior fiscal year.

If travel and completion of preliminary legwork is needed for a new program, a faculty member will include these expenses in the proposed travel budget or request this funds from his/her department.

Faculty may receive compensation for their portion of the course instruction that coincides with the trip, and it is encouraged that when possible the instructor of record on the course also leads the study abroad trip. Two college representatives (usually faculty) should accompany each trip. If the course instructor of record is not traveling, then the faculty member who is teaching the travel portion of the trip may receive compensation equivalent to the credit hour portion of the course he or she is providing the grading. If there is no course instruction associated with the faculty member’s participation, then no compensation will be given for the trip or its preparation. The second college representative is not eligible for compensation. Leading or accompanying an international trip would be considered part of the faculty’s service to the College.

Documentation needed prior to submission are those required by the Office of International Programs and can be found at http://www.wvu.edu/~intlprog/advisorsandfaculty.html#guidelines and the B&E Sponsored Faculty Led Study Abroad budget worksheet. The budget worksheet must include all costs associated with the delivery of the program including the value of any in kind contributions by the College. Any preliminary travel and legwork costs must also be included. Since trips involve some budgetary commitment of either direct or in-kind costs, they must have approval of the budget manager. A typical program will include the following costs;

<table>
<thead>
<tr>
<th>Faculty Led International Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>OIP Direct Costs (includes airfare, lodging, meals, foreign instruction, etc)</td>
</tr>
<tr>
<td>B&amp;E Direct Costs (includes overload, faculty lodging, etc)</td>
</tr>
<tr>
<td>B&amp;E In-kind Costs (in-load teaching, etc)</td>
</tr>
</tbody>
</table>
Final budgets are required to be submitted in August for spring break trips and September for summer programs. Cost per student is calculated and detail codes are requested. Codes are entered into Banner allowing students to pay directly through their student account. The early request is required to allow time to create the detail codes. Once the detail codes are received, the code is keyed by hand into Banner for each student taking the trip.

The faculty member is responsible for ensuring that all vendors are registered to do business with the State of West Virginia University.

Before traveling, you will be issued an OIP WVU procurement (p-card) card and a United Bank travel card. The travel card is to be used for cash advances only. Please use your OIP p-card for all purchases. If you use your B&E p-card by mistake, please contact the Business Office (304-293-7833) so that they can notify OIP and obtain the correct funding information. An itemized receipt is required for each transaction placed on either credit card. Receipts are to be submitted within five days of your return.

When the trip is complete, OIP would typically have the project reconciled and a report generated within thirty days after the completion of the trip. OIP and the B&E Business Office will then prepare a reconciliation of all program revenue and expense. Any over recovery of net revenue will be used to offset the subsidy of future trips.

**PROCESS**

- Faculty Member develops an idea for an international trip
- Seeks College approval for the trip including preliminary trips abroad for planning.
- Develops a program budget that includes, OIP direct costs, B&E direct, B&E in-kind costs, and any subsidy requested of the college.
- Secures budgetary college approval
- Makes the necessary trip arrangements through OIP, including securing an OIP P-card for expenses and an OIP card for cash advances.
- Takes Trip
- Submits all necessary documentation and receipts
- OIP prepares a reconciliation of costs incurred against OIP accounts.
- B&E reconciles and combines the OIP costs with B&E costs and transfers any necessary funds to OIP.
NON-CLASSIFIED, FEAP AND FACULTY RECRUITING

DEFINITIONS OF EMPLOYMENT CATEGORIES

**Non-classified** - to be deemed non-classified, a position must meet one of three criteria, as outlined in HEPC Series 8, Section 2.1.7: it must be one "designated by the president, which is responsible for policy formation at the department or institutional level or reports directly to the president of the institution, or [which is] considered critical to the institution by the president."1

**Faculty Equivalent/Academic Professional** - FE/AP positions are faculty-like positions in which the work assigned is essentially academic in nature, or which supports the teaching and research goals of WVU; these positions are most often assigned to academic units.

Note: The decision as to whether a position meets the criteria to be designated an NC position is made by Human Resources Classification and Compensation unit (HR C&C) and Social Justice. All new Non-Classified position requests are to be submitted first to HR C&C. The decision as to whether to designate a FE/AP position is determined by the Provost's Office or if warranted forwarded to HR C&C, to begin the process.

**Faculty** - For purposes of this document, faculty positions include tenure, non-tenure, clinical, and library tracks. Non-tenure track positions include lecturers and positions that use the prefix visiting, clinical, research, or adjunct.

CREATING/ESTABLISHING NEW POSITIONS

**Non-classified & FEAP Positions**

*Position is created/established prior to any recruitment activity*

A position must first be created/established and approved, as appropriate, by HR C&C, Social Justice, and/or the Provost's office before recruitment or a search and selection process begins. There is a special position description form for NC and AP positions. It must be completed in full and submitted, along with the NC-AP coversheet, to HR C&C (NC) or the Provost's Office (AP). These forms can be found on-line at www.wvu.edu/~humanres/forms.shtml (see "Classification and Compensation" section)
or on the Social Justice site at http://www.wvu.edu/~socjust/procedures.htm and can be completed electronically.

If you are uncertain as to whether or not a position can be designated non-classified or FEAP, please consult with the classification and compensation unit first, so that you can complete the appropriate form. If, once submitted to HR, a position is found not to be non-classified or FEAP, the description will need to be submitted on a classified PIQ (position information questionnaire) form for review and placement as a classified position; consulting with HR first can save additional paperwork.

Administrator's approval secured before submitting position description to HR
Obtain all necessary approvals/signatures (Coversheet) from the Associate Dean Administration, Dean or Associate Provost. Submit the form to HR C&C.

Position Description reviewed
Non-Classified Positions: When HR C&C receives the position description, it is reviewed to make certain that it meets the criteria for non-classified designation. If it does, HR approves and sends to Social Justice. If approved, Social Justice notifies the unit so that the search and selection process can begin.

FE/AP Positions: At the request of the Provost's Office, if HR C&C determines that the position is neither classified nor non-classified, but may be a FE/AP, HR C&C so notes this on the description and returns it to the Provost's office for review as a FE/AP. If the Provost's office approves, the position description is then forwarded to Social Justice for approval and for the initiation of the search and selection process.

Copies of the most recent 3-ply form "Search and Selection Activities Report" can be obtained from the AA/EEO (Administrative Action/Equal Employment Opportunity) office. This report must be filed (a) for all searches and (b) for all positions that have been granted an Exception to Posting. Completed forms, signed by the Search Committee Chair and the Dean should be forwarded to the Administrative Project Analyst, per previous practice. These forms must bear original signatures.

Decisions and Notification
Approvals:

1. For all new NC and AP positions, if Social Justice and the Provost's office approve the positions, they return all paperwork, with the appropriate signatures, to HR C&C, where a salary range will be established (using both external and internal comparable data) and the position will be created in MAP.
2. A notice which includes the approval coversheet, the position's MAP number, the approved position description and any additional information, will be emailed to the initiating department, Business Office and appropriate parties.
3. Departments are requested to note and keep this information. Once a candidate is hired, this will be needed to complete the salary administration web form to get the new employee on payroll.

Disapprovals:

Should the requested position be disapproved at any of the steps noted above, HR will work with the requesting department to find a workable solution. The President of WVU or his/her designee may overturn these decisions.

ESTABLISHING AND ORGANIZING THE SEARCH PROCESS

Obtain an approved Authorization to Recruit or Search Waiver

- Meet with Associate Dean for Academic Affairs for anticipated salary range, position title (Assistant/Associate/Professor), source of funding, etc.
- Dean/Associate Dean approves the Authorization to Recruit

Authorization to recruit is forwarded to Provost’s Office and copy the Social Justice Representative’s Administrative Assistant.

- Approval to search will be e-mailed from the Provost’s Office to Associate Dean for Academic Affairs and Dean’s Assistant.
- Approval forwarded to Dept. Chair? Copy placed on H: Dean’s>Personnel>Authorization to Recruit>Department

Search Committee formed

- If approval to proceed is granted by the appropriate administrator, the administrator will appoint a Search Committee and Chairperson.
- The Search Committee should be composed of representatives of various key constituencies with whom the incumbent will interact. Whenever possible, search committees should include members of protected classes (women, members of minority groups, veterans, and persons with disabilities).

Social Justice Search Representative (SJSR) appointed

- The college or school should inform the Social Justice office which one of its designated SJSR’s can serve on the search. The Office for Social Justice reserves the right to appoint a particular SJSR to specific searches.

Role of the Social Justice Search Representative
The SJSR is **not** a member of the Search Committee. The responsibility for Affirmative Action in the search process rests with the search committee, **not** with the SJSR. The SJSR monitors the efforts of the Search Committee to act affirmatively in recruiting women and members of minority and protected groups (Blacks, Hispanics, Native Americans/American Indians and Asians), and serves as a resource to assist the Committee in its efforts. **The WVU Equal Opportunity/ Affirmative Action Plan Summary** presents invaluable information regarding the University's Affirmative Action strategies to achieve those goals; a copy of the current edition of this document is available through each SJSR or in the AA/EO Office.

The SJSR has an advisory role from the start of the process. The SJSR reviews the Affirmative Action Plan's goals and objectives to determine if women or minority groups are underutilized. The SJSR notifies the Search Committee if underutilization is identified. Where there is underutilization of minorities and/or women, special efforts should be made to attract those candidates.

### RECRUITMENT AND ADVERTISING GUIDELINES

**Final preparations to begin recruitment phase of search**

The Chairperson of the search committee consults with the appropriate administrator, the SJSR and then with the committee to discuss use of the completed position description, advertising of the position, budget, time requirements, and other criteria for the search procedure.

- **Requirements for Position Description and advertisements**
  The Position Description and all subsequent advertisements or notices regarding the position, must meet the following requirements:

  Must be accurate and specific

  - Responsibilities of the position, qualifications, experience and education requirements, etc., should be outlined in detail.
  - Requirements listed must be strictly followed; for example, if a specific degree is required, persons who do not meet the specific degree requirements cannot be considered.
  - However, the inclusion of equivalencies is highly recommended where appropriate. Equivalencies for Non-classified staff will be reviewed (and perhaps adjusted, as appropriate) by HR C&C prior to final approval and return of position documents to the department.

**Create the Position Advertisement**

- Hires can occur only at the rank and or title identified in the advertisement.
At least ten working days **must** elapse between date of publication of advertisements and the beginning of the interviewing process.

The ad must contain the statement "West Virginia University is an Affirmative Action - Equal Opportunity Employer."

The University logo should be used. This can be obtained from Institutional Advancement or on line at http://www.ia.wvu.edu/logos/

Advertisements should include a request for the names, addresses, and/or telephone numbers of at least three professional references.

Must contain a statement that the announcement is available in alternative format (e.g., large print, Braille, audio tape or disk) by contacting the Search Committee. Be certain to list the name, phone number, and addresses of the person to contact. If TDD is available, be certain to include the number.

Before ad copy is submitted to a publication, the SJSR must approve it.

- **Sample ad copies are available in**
- **Departmental budget for search expenses determined**
  All expenses incurred in the search process are paid by the unit for which the search is being conducted (i.e., expenses for the search for the dean of a particular college are to be paid by the college).

**Good faith efforts made**

Good Faith Efforts to Attract a Diverse Pool of Applicants are an Integral Part of the Recruitment Plan In consultation with the SJSR, the Search Committee determines appropriate and sufficient sources for the advertisement of the position and outreach for recruitment of candidates, especially those from underutilized groups. These sources should also target individuals with disabilities, and veterans.

**The following forms of advertising are expected:**

**Non-classified and FEAP Positions**

- Position announcements must be posted for a minimum of ten (10) working days in the following locations; In the Human Resources Jobs Bulletin and a prominently displayed bulletin board
- Full-time Faculty Positions
  - Faculty positions are posted on the Provost's web site (http://www.wvu.edu/~acadaff/fpo/positions.htm)
  - Faculty positions should be advertised in publications that have national circulation

**Additional advertising and outreach encouraged**

Additional forms of advertising and outreach are used to further increase the diversity
of the applicant pool for all Non-classified, FEAP and Faculty positions. Various other outreach activities are determined. Applications and nominations are solicited through personal and professional contact networks. Use of Internet list serves, particularly those targeted to minorities, women, and other protected groups is required. List serves should be specifically targeted by discipline and position type.

- All faculty and staff in the hiring unit should be made aware of vacant positions and encouraged to assist in recruiting a pool of qualified and diverse applicants.
- Distributing the position description to historically Black colleges and universities and to minority-oriented professional organizations, etc.
- Soliciting nominations and recommendations from members of West Virginia University community
- Contacting personal and professional colleagues
- Corresponding within personal and professional networks of Search Committee Members
- Professional publications should be used such as specialty journals.
- Posting on web sites and list serves that target members of under-represented groups and that are relevant to the position
- The Provost's office has a pool of funds available to facilitate the interviewing of minority and women candidates.

Implementing the Recruitment Plan

- Ad copy may be sent to Human Resources who will place the ad in the designated publication or it may be placed by the staff person assigned to the committee.
- At the same time the appropriate form for posting in the WVU Jobs Bulletin should be submitted to the Human Resources Employment Unit for Non-Classified and FEAP positions.
- The Search Committee develops a schedule of activities and organizes necessary clerical and resource support.
- A series of letters may be prepared for later use to facilitate routine processing of applications and nominations; samples are provided on http://intranet.wvu.edu/provost/recruitingandhiring.html

**PRE-INTERVIEW SEARCH & SCREENING GUIDELINES**

**Criteria established for screening applications**
Before review of applications begins, the Search Committee, in conjunction with the SJSR, develops criteria for review of resumes, application materials, letters of reference, and information obtained from interviews. The criteria should be directly linked to the qualifications and experience requirements set forth in the Position Description.

**Applications and nominations are processed as they are received**
As completed applications are received by the Search Committee and the SJSR, a letter of acknowledgment and a Self-Identification Form (SID) should be sent to each applicant.

The applicant should be asked to submit the SID form to the SJSR. Return rates for SID forms may vary significantly from search to search. The inclusion of a business reply return envelope or a self-addressed stamped envelope usually increases the return rate.

SID forms collected
The Dean’s Office for the SJSR collects the returned Self-Identification Forms (SID) for compilation of statistical information.

- The SJSR reviews the representation of women and minority persons in the pool of applicants.
- The Search Committee Chairperson consults with the SJSR before application deadline to review representation of women and minority persons in preliminary applicant pool. At this point, the SJSR determines whether a more intensive strategy to recruit women and minority persons is necessary. This strategy may involve additional advertising, telephone and personal contacts etc.

Applications sorted
The Search Committee sorts applications in a preliminary screening process taking into consideration any candidates from underutilized groups.

- The Search Committee should use the evaluation criteria discussed earlier to undertake a preliminary sorting of all applications.
- Unless otherwise stated in the advertisement or vacancy notice, it is assumed that resumes and application materials will be treated as confidential until references are requested.
- As applications are reviewed, advanced in, or eliminated from the search process, notes are to be kept by the Search Committee justifying the reasons for each decision.

Pool of qualified applicants determined

- A list of the "qualified" applicants (those who meet the minimum requirements) should be supplied to the SJSR. This will facilitate their compilation of statistics on the pool of "qualified" applicants.
- A rejection letter should be sent to those applicants who do not meet the minimum degree or experience requirements.

References checked
The Search Committee requests and reviews references for the persons to be interviewed.
The Search Committee should request references for each candidate on the interview list.

Individual committee members should not ask the candidate to provide additional references. Such requests should be made only with knowledge and approval of the Committee Chair and Committee.

The Search Committee should solicit letters of reference or contact references by telephone.

Thorough written records of information received through telephone reference checks should be maintained.

All information and documentation received through review of references must be treated as confidential; all requests by candidates for confidentiality in review of documents and information received through references should be honored.

Individual committee members are not permitted to contact a candidate's colleagues without express permission in writing of the candidate.

The Search Committee should use the criteria as listed in the Job Description to carefully evaluate all information and commentary received from references.

Based on its review of references, the Search Committee may wish to eliminate additional candidates from further consideration for interviews.

The Search Committee should keep notes justifying all decisions to advance or eliminate candidates from further consideration in the search process.

"Short list" of candidates developed
The Search Committee develops a "short list" to be interviewed and consults with the appropriate administrator and the SJSR regarding the list.

The Search Committee may wish to identify a "reserve" pool of candidates at this time; these candidates would be available for secondary consideration after the first round of interviews is complete.

If candidates withdraw from the search, the candidate should provide written notification. If written notification is not available, complete documentation of the withdrawal should be done.

Pool of finalists determined
Telephone or video interviews may be held with the "short list" of candidates to determine the pool of finalists.

INTERVIEW GUIDELINES FOR ON-CAMPUS

On-campus interviewers determined
The Search Committee identifies individuals, groups, and external constituencies to be included in the on-campus interview process.
Depending on the scope and nature of the search, the committee should consider including some or all of the following individuals and groups in the interview process:
- Students
- Faculty
- Staff members
- Chairpersons
- Directors
- Deans
- Representatives of other key campus groups, as appropriate

Interviewers receive interview evaluation form
The Search Committee develops a written interview evaluation form in conjunction with the SJSR to be distributed to all interviewers prior to the actual interviews.

The Search Committee invites candidates to campus for interviews.

- The Dean/Designee must approve the list of candidates invited to campus prior to invitation.
- The Chairperson of the Search Committee should contact each candidate to extend the formal invitation for an interview.
- Ideally at least three (3) candidates should be interviewed.
- Depending on the number of persons or groups with whom the candidate(s) will meet, the on-campus interviews may be up to two days in length.
- As soon as the schedules for interviews are finalized, the candidates should be contacted to discuss the format for the interviews, make appropriate travel and hotel arrangements, discuss reimbursement guidelines, and make a general offer of assistance to coordinate the visit to Morgantown.
- Candidates should be asked at this time if they require any accommodation to facilitate the interview process.
- Written itineraries, relevant travel materials, and reimbursement forms should be sent to the candidates immediately.
- Communication with the candidates should include information about the University Web Sites (http://www.wvu.edu).
- For faculty position the candidates should be informed that they can access the Faculty Handbook May 2000, on the World Wide Web (http://www.wvu.edu/~acadaff/).

The SJSR reviews interviewing "Do's and Don'ts" with the committee.

Interviewers should be aware that the West Virginia Human Rights Commission and University policy specifically forbids pre-employment inquiries that express, "directly or indirectly," a limitation, specification, or discrimination as to age, ancestry, color, disability, marital status, national origin, race, religion, sex, sexual orientation, or
veteran status. Questions regarding health, maternity status or citizenship may be inappropriate as well. However, candidates may be asked if they are legally eligible to work at West Virginia University.

The search committee in consultation with the SJSR develop a list of questions which will be consistently used as the basis for interviews.

**On-campus interviews are held.**

Several basic guidelines should be followed in all on-campus interviews:

- A member of the Search Committee or an appropriate designated staff person should be available to escort the candidates to and from all interviews, meetings, social activities, and travel stations.
- In the actual interview session, the designated escort(s) should introduce each candidate and, where practical, the interviewers.
- Copies of the candidate's resume and the interview evaluation form should be distributed to all interviewers before the interview.
- The candidate may be asked to make brief introductory remarks on general topics such as his/her reason for applying for the position, qualifications, and relevant experience. This general introduction may be followed by a question-and-answer session and finally by an invitation for the candidate to make concluding remarks. (NOTE: It may not be necessary or advisable to develop a rigid format for individual one-on-one interviews.)
- Campus and community tours and social activities are an important component of the on-campus interview process.

**Senior Administrator interviews candidates**

A Senior Administrator in the Provost's Office must interview candidates for senior rank or immediate tenure.

- Any candidate for appointment at the rank of Associate Professor or Professor, or a faculty position that involves the immediate award of tenure, must be interviewed by the Provost, Associate Provost for Academic Affairs, or the Assistant Vice President for Faculty Development.
- Any candidate for a faculty position which involves resource commitments beyond those which a College or School can provide for "start up" equipment and/or research laboratories must be interviewed by the Provost or Vice President for Research and Economic Development.

**Final Candidates and Offers of Employment**

**Search Committee meets immediately after interviews**

The Search Committee should plan to meet as soon as possible after the completion of
the final interview so that their report to the appropriate administrator is submitted in an expeditious manner.

**Search Committee submits report to administrator**
The Search Committee submits to the appropriate administrator a written report containing the strengths and weaknesses of each of the final candidates (all those candidates who were interviewed).

- The Search Committee should keep notes on all decisions made regarding candidates.
- The West Virginia University Affirmative Action Plan specifies that when candidates are assessed to be substantially equally qualified for a position, a member of a protected class should be given preference as long as underutilization exists. If members of two protected classes are substantially equally qualified for the position, the member of the more underutilized class should be given preference.

**The appropriate administrator selects a final candidate.**
If the administrator considers none of the candidates acceptable, he or she may ask the Search Committee to consider the reserve pool of candidates.

**Search and Selection Activity Report completed**
The Committee Chair and the SJSR work together to complete the "Search and Selection Activities Report" form.

**Submission of the Search and Selection Activities Report and the Draft Offer Letter** -

**Searches for Faculty or FEAPS:**
The Search and Selection Activities Report is submitted to the Provost's Office along with the draft appointment letter. The Provost's Office then submits the form to the Social Justice office, where it is accepted or rejected.

**Non-classified Searches:**

- Before the employment offer is extended, the salary to be offered must be approved by the Department of Human Resources based on relevant market and internal equity considerations. Departmental or Hiring Authority exceptions and challenges to the recommendations made by the Classification and Compensation Unit may be requested through the Provost Office.
- An offer letter is submitted to the appropriate Provost Office;
- The Search and Selection Activity Report Form is submitted by the appropriate Provost Office and returned as accepted or rejected.
No offers extended prior to approval
All Searches: No verbal or written offer can be made until the letter is approved and the Search and Selection Activity Report is approved by the Social Justice office

- Annotated sample offer letters for faculty positions may be found at http://intranet.wvu.edu/provost/recruitingandhiring.html
- The sample offer letters may be modified as appropriate for non-classified positions.

Hiring officer notifies the selected candidate
Upon approval of the appointment letter and acceptance of the Search and Selection Activity Report by the Social Justice Office, the appropriate hiring authority notifies the selected candidate.

If the offer is rejected

- Should the candidate reject the offer, the hiring unit immediately notifies Social Justice and the Human Resources Classification & Compensation Unit.
- The position may be offered to the next candidate by following the procedures outlined in this section.
- It is not necessary to resubmit all of the same documentation to Social Justice but a new Search and Selection Activity Report is required.

CLOSING THE SEARCH

Remaining candidates notified
Search Committee notifies all remaining candidates of the selection of an individual to fill the position.

Search files closed
Search files are closed and the files are kept for at least 3 years from the date of appointment. All documentation, records and reports relating to the search process, including records of all written and verbal contact with applicants, must be retained for a minimum of three years, and usually are kept in the "hiring" unit.

FLEXIBLE WORK SCHEDULES

The College of Business and Economics supports the use of the University’s Flexible Work Arrangement Policy and the Office of the Dean encourages departments and programs to use flexible work schedules to provide extended departmental office hours and support, provide employees relief on transportation costs, and enhance work/life balance. The College recognizes that not all departments/programs will be able to accommodate
employee requests for flexible work schedules based on operational needs. The following criteria will apply when implementing the Flexible Work Arrangement in the College.

All department/program offices must be open for business from 8:15 a.m. - 4:45 p.m. and all offices must be covered during the lunch hour. Employees generally should not start the work day before 7:30 a.m. Due to the limitations on enforcement and equity, the plan should include provisions for a one hour lunch. Exceptions may be approved by the Dean if all the other criteria are met. All employees must have an established start and end time.

Flexible work arrangements will require approval from the Office of the Dean and may be revoked at any time if the employee is not in compliance with the agreement or the operational need of the department/program is better served by such change.

Departments/programs must work as a team in order for the Flexible Work Arrangement Program to be successful.

Employee time records must be kept accurate and up to date. If a University holiday is scheduled on a day an employee is scheduled to work hours beyond 7.50 hours, the employee will be required to use annual leave for any hours over 7.50 (the regular work day). If a holiday is scheduled on a day when an employee is scheduled to work less than 7.5 hours and they have not yet worked 37.50 in that week, the employee must take annual leave for the time between the scheduled time and 7.50 hours. In weeks where a holiday is scheduled, it may be necessary to arrange a different schedule for that week.

Flexible work arrangements cannot create the need for additional staff or over-time pay.

Employees must be aware that on any given day their flexible schedule may change due to illness or annual leave of a co-worker. If an employee on flex-time calls in sick or takes annual leave, the staff must work together to ensure the office is fully operational during the core business hours of the University (8:15-4:45).

Cross-training may be necessary in order to provide needed support to faculty, staff, and students.

Working through a scheduled lunch period in order to leave early will not be permitted for employees who have a flex-time arrangement.

The Flexible Work Arrangement Program may not be feasible for units with only one full-time employee.
If an employee on flex-time has a job responsibility that is scheduled after the end of their scheduled work shift, such as set-up for a seminar, the supervisor has the authority to suspend flex-time on that day or the employee must ensure that the duty is covered (with the approval of their supervisor). Flex-time may also be suspended on days when employees need to attend meetings or training sessions.

The Flexible Work Arrangement Program may not be feasible for employees who are taking classes at WVU.

**INTERIM APPOINTMENTS - STAFF**

The following is a restatement of the University policy as it relates to interim appointments.

When significant changes in duties and responsibilities of a position occur on a temporary basis, an interim promotion or temporary upgrade may be requested by submitting an updated position description. Such a temporary reassignment shall normally be for no less than four consecutive weeks and no more than twelve consecutive months. If warranted, the employee shall receive the entry rate of the new classification or an increase of 5% of his/her current pay for each pay grade, whichever is greater. The change in wages will be effective upon proper processing and is not applied retroactively. At the end of the temporary reassignment, the affected employee’s salary will be reduced to its original level including any salary increases the employee would have received.

The employee will receive a memorandum from the appropriate Dean/Director reflecting the terms of the appointment. This memorandum must include the new salary and its effective date, the approximate duration of the appointment, confirmation of responsibilities during this period, salary reversion and other relevant factors.

**KEYS**

All full-time faculty and staff will be issued keys for their offices, hallways, and a building key. All full-time faculty who have offices in the Business and Economics Building will be issued a mail box, for which a key is needed. See the Business Office for these keys.

For outside, elevator and select doors we are using a card swipe system integrated into your WVU Identification Card. This allows you access to the building in lieu of keys.

**LEAVE**
ANNUAL LEAVE

Classified Staff

Classified employees who work a minimum of 1,950 hours per fiscal year shall be eligible for annual leave with pay on the following basis:

<table>
<thead>
<tr>
<th>Service Years</th>
<th>Days earned per month</th>
<th>Maximum days per fiscal year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 5</td>
<td>1.25</td>
<td>15</td>
</tr>
<tr>
<td>5 to 9</td>
<td>1.50</td>
<td>18</td>
</tr>
<tr>
<td>10 to 14</td>
<td>1.75</td>
<td>21</td>
</tr>
<tr>
<td>15 or more</td>
<td>2.00</td>
<td>24</td>
</tr>
</tbody>
</table>

Full-time regular classified employees working between 1,040 hours and 1,950 hours over at least nine months of a twelve-month period shall accumulate annual leave on a prorated basis.

Non-classified, Faculty and/or Faculty Equivalent Academic Professionals (FEAP)

All full-time Non-classified, Faculty and/or FEAP employees with twelve month appointments who work a minimum of 1,950 hours per fiscal year shall be eligible for annual leave with pay on the following basis: two days earned per month with a maximum of twenty four days per year.

Non-classified, Faculty and/or FEAP employees with twelve month appointments working between 1,040 hours and 1,950 hours shall accumulate annual leave on a prorated basis. Faculty members and administrators with twelve-month contracts are eligible for twenty-four days of annual leave per year, which is calculated at the rate of two days for each month of service. The leave may not be taken before it is earned. Faculty members with contracts of less than twelve months are not eligible for annual leave.

COMPENSATORY AND SUBSTITUTE TIME OFF

All University full and part-time regular and temporary classified employees, including those on the regional campuses, may be eligible to receive Substitute Time Off (STO). University full and part-time regular and temporary, non-exempt employees, including
those on the regional campuses, are eligible for Compensatory Time Off (CTO) consideration.

It is a management option to offer CTO/STO in lieu of money as compensation for additional hours worked. Qualifying employees earn CTO and/or STO for additional hours worked, time worked on observed holidays, and/or time worked during declared emergency shut down periods. Unless otherwise specified, in order for employees to earn CTO or STO the supervisor must offer CTO/STO in lieu of salary prior to the work being performed. There must be a mutual written agreement between the employee and the supervisor confirming the employee’s agreement to be compensated with CTO/STO. The written agreement may be modified at the request of either party; mutual consent is required for modification. In the absence of such an agreement, the employee should be compensated in pay for the authorized hours worked.

*The College discourages the use of compensatory time off. In the rare occasion that comp time is necessary it must be used within two pay cycles, agreed upon in advance by the employee and supervisor, and preapproved by the Associate Dean of Administration.*

Refer to the Human Resources Policy 6 for additional information.

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

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

Refer to Section 10 of the Faculty Handbook for additional information.
The Professional Development Program is broader in scope than sabbaticals and more flexible in its application. Any full-time faculty, classified staff, or non-classified staff member is eligible to be considered for participation. Tenure status, or appointment to a tenure track, is not a factor in determining eligibility. Tenure-track faculty may be considered for sabbatical leaves or Professional Development Program leaves. Personnel must complete four years of continuous full-time employment at WVU before being eligible for the Professional Development Program.

Professional Development Program participation may be based on any activity or form of continuing education that contributes to the enhancement of the skills of the employee and the mission and goals of the unit and University. Program participation may vary in length from one month to a full contract period, depending on the number of years of prior eligible service at WVU. Full or half pay may be received depending on the length of the activity.

Applications will be accepted in January for programs starting the following fall semester and in July for those starting the following spring semester.

Refer to Section 6.4 of the Faculty Handbook for additional information.

Sabbatical leave may be awarded to qualified faculty members to facilitate their research, writing, or equivalent scholarly or creative activity. According to West Virginia University Board of Governors Policy #3, any faculty member holding regular rank is eligible for sabbatical leave after completing six years of employment at the University. Upon completing a sabbatical leave, faculty members are not again eligible until their seventh subsequent year of University employment.

Faculty members on sabbatical leave receive full salary for no more than one-half of the contract period or half salary for no more than the full contract period.

Upon returning from sabbatical leave, faculty members must file with the president or designee written reports of their scholarly activities undertaken while on leave.

Refer to Section 6.3 of the Faculty Handbook for additional information.
SICK LEAVE

Accumulation of sick leave is unlimited. Full-time regular classified staff and twelve month regular faculty accrue 1.50 days of sick leave per month during active employment. Classified staff working between 1,040 hours and 1,950 hours over at least nine months of a twelve-month period shall accumulate sick leave on a prorated basis. Faculty with contracts of less than twelve months are not eligible for accumulated sick leave.

NEW EMPLOYEES

The first few days on the job should provide needed information, which will enable employees to perform their jobs effectively. A good orientation will help develop the proper attitudes and standard of quality and quantity of work. However, prior to the start date an appointment with Employee Data Services must be made to get set up for a payroll and benefit session for all benefit eligible employees.

Follow-Up: One to two days later, answer any questions the employee has. Encourage the new employee to come to you when they have problems or questions. Determine the need for repeat orientation or additional training.

General information that you should discuss with any new employee includes:

- Difference between exempt and non-exempt employment
- Job Description & Review
- Performance Appraisal Guidelines/Performance Appraisal procedures
- Adjustment/Probationary Period
- Performance Expectations
- Salary/Pay Information (explain how and when checks are distributed)
- Overtime (if applicable)
- Official University Holidays
- Sick and Annual Leave Procedures
  - Accrual Rates
  - Requests for Usage
  - Reporting in Sick
- Work Hours
- University Operating Hours
- Departmental Operating Hours (Breaks, Lunch, etc.)
- Parking and Transportation
- Use of PRT
• Office Keys
• Telephone (TID number)
• Food and Beverage at work place
• Dress
• Departmental/Unit Meetings
• Confidentiality of Information/Sensitive Material
• Obtaining Supplies, Equipment, Tools, etc.
• WVU Identification Card/Picture ID/Tag (if applicable)
• Recognition and reward programs like the faculty/staff awards.
• Educational Assistance through Staff Council/Graduate Tuition Waivers
• Faculty and Staff Assistance Program
• Human Resources policies and procedures website

A departmental/college tour to:

• Introduce Members of the College
• Locate:
  o Restrooms
  o Faculty/Staff Lounge
  o Mail Room
  o Copiers
  o Resource Room
  o Loading Dock
  o Snack Machines
  o Supplies
New Faculty/Staff Orientation Checklist

The first few days of a new job are crucial to a new employee's comfort level and understanding of their assignment. This checklist will guide the orientation so that all important information is provided.

The checklist will be provided to the Supervisor by B&E HR representative. As items on the list are completed, the supervisor should date their box and have the new employee initial their box. All items on the list should be completed and the list returned to HR in 30 days. The new employee will be surveyed to determine if he/she has all the information needed to do a good job.

<table>
<thead>
<tr>
<th>Pre-Employment</th>
<th>Who?</th>
<th>Supvr</th>
<th>Dept Orientation</th>
<th>Who?</th>
<th>Supvr</th>
<th>Empl</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inform Dean's Office of hiring decision</td>
<td>Dept</td>
<td></td>
<td>Work hours, overtime and breaks</td>
<td>Dept</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inform depart. of hiring decision</td>
<td>Dept</td>
<td></td>
<td>Time card procedures (if used)</td>
<td>Dept</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare new hire's workspace</td>
<td>Dept</td>
<td></td>
<td>Sick and annual leave policies, if applicable</td>
<td>Dept</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request PC, email, network access</td>
<td>BEIT</td>
<td></td>
<td>University holidays and calendar</td>
<td>Web</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request telephone TID number, mail box (if needed) &amp; office key</td>
<td>EBO</td>
<td></td>
<td>Food and beverage policy</td>
<td>Dept</td>
<td></td>
<td></td>
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<tr>
<td>Obtain telephone</td>
<td>BEIT</td>
<td></td>
<td>Dress code, if applicable</td>
<td>Dept</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Order name badge</td>
<td>Dean's</td>
<td></td>
<td>Job Description &amp; Expectations</td>
<td>Dept</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Day of Work</td>
<td>Who?</td>
<td>Supvr</td>
<td>Empl</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tour department &amp; introduce</td>
<td>Dept</td>
<td></td>
<td>Dept: Emergency Procedures</td>
<td>Dept</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tour building &amp; introduce</td>
<td>Dept</td>
<td></td>
<td>Provide Resources</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restrooms, Lounge, Mailroom, Loading Dock, Snack Machines, Copiers</td>
<td>Dept</td>
<td></td>
<td>B&amp;E Business Manual</td>
<td>Print/Web</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Formal introduction event if needed</td>
<td>Dept</td>
<td></td>
<td>College Phone List</td>
<td>Print/Web</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone &amp; voice mail instruct</td>
<td>BEIT</td>
<td></td>
<td>Handbook - Faculty/Staff</td>
<td>Print/Web</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer set-up</td>
<td>BEIT</td>
<td></td>
<td>Training: list below</td>
<td>Supvr</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PAYCHECKS

Employee payrolls are processed twice every month (15th or 16th and 30th or 31st) by the Business Office. Employees must have their paycheck direct deposited into a designated bank account and are paid in arrears. Paystubs are available online through the WV State Auditors website.

PARKING

The brochure on parking and traffic regulations may be obtained from the Parking Management Office, 3040 University Avenue, Morgantown, WV. As of this time, they have a waiting list for parking locations on the downtown campus.

PERFORMANCE APPRAISALS/REVIEWS

Faculty

The annual performance review process involves reviews and recommendations of each faculty member by the appropriate departmental committees, the appropriate department chair, and a College committee consisting of the department chairs and the Associate Dean for Academic Affairs. All reviews will consider only the information contained in the individuals’ personnel file and current Productivity Report.

Classified Staff

The annual performance review process involves reviews and recommendations of each classified employee by the immediate supervisor and acknowledged by the employee and next level supervisor. All reviews will be based on performance for the period being reviewed, goals and objectives established in the prior period review or goal setting discussion, professional development plans established in the prior review, and/or areas of improvement established in the prior review.

Non Classified/FEAP

The annual performance review process involves reviews and recommendations of each non classified employee by the immediate supervisor and acknowledged by the employee and next level supervisor. All reviews will be based on performance for the period being reviewed, goals and objectives established in the prior year review, professional development plans established in the prior review, and/or areas of improvement established in the prior review.
## REVENUE PROCESSING AND TYPES

### BUSINESS AND ECONOMICS STUDENT TUITION AND FEES

#### BUSINESS AND ECONOMICS TUITION

The College of Business and Economics tuition was established in Fiscal Year 1989-1990 and was initially established at a rate of $75 per semester for both resident and non-resident students. In Fiscal Year 1991-1992, it was increased to better allow the College to meet the requirements of AACSB accreditation. Rates are reviewed annually.

B&E tuition is one of the primary sources of revenue for the College and therefore has become critical in our ability to fund daily operating costs, maintain current technology, and provide student services.

#### EXECUTIVE MBA TUITION

The College of Business and Economics EMBA tuition was established in Fiscal Year 2001-2002 to assist the College in meeting increased salary and technology requirements necessary to maintain the quality of the program. Rates are reviewed annually.

The EMBA Program not only must cover the cost of program delivery but also support other programs within the College. Therefore, this fee has become critical in our ability to fund daily operating costs, maintain current technology, and provide student services.

#### FRAUD AND FORENSIC INVESTIGATION FEE

The College of Business and Economics Forensic Accounting and Fraud Investigation Certificate Fee was established in 2004-2005. It is assessed to anyone taking any of the four Forensic Accounting Certificate courses. The fee is not waived for students who secure a tuition waiver. Fee rates are reviewed annually.

This fee supports graduate assistants who assist the faculty in the classroom delivery and continual updating of the electronic database and other class materials that are unique and essential to the existence of this certificate program.

#### E-COMMERCE

E-Commerce is web based ordering and payment mechanism that allows departments that engage in business activity such as selling data, books, enrollment and registration
fees etc. to set up an online store. Customers are then able to pay on-line with a credit/debit card.

In order to set up a store, contact the Business Office. A WVU e-Commerce request form will be completed and sent to Cash Management. Your store will be assigned a Tax ID number from the State Treasurer’s Office. Access to the e-commerce link and directions for setting up your store will be provided to anyone interested in establishing an online store.

EXTENDED LEARNING/ON-LINE COURSE REVENUE

Revenue sharing for courses offered to the off-campus non-traditional student began in fiscal year 1995 - 1996.

Revenue distribution is directly available to the College and WVU Extended Learning at the time a student is billed for his/her class. From this revenue, the College is responsible for instructor salary/fringe, travel and all direct costs of instruction.

Tuition and fees vary widely depending upon the level and residency of each student. Fees are assessed based upon the major code of the student, not the course subject code.

If a student registers exclusively for off-campus courses, the tuition and ELRF are capped at 12 hours for an undergraduate or nine hours for a graduate student. Assessments are manually adjusted so that full-time tuition is paid. Unless the program is “uncapped”, no revenue is generated for student credit hours beyond these limits.

If a student registers for both on- and off-campus classes, tuition covers the on-campus classes first up to full-time status. The ELRF will be charged up to 12 hours for an undergraduate or nine hours for a graduate student. Assessments are manually adjusted so that on-campus tuition is fully funded. Off-campus revenue is subordinate.

Any student withdrawing from a specific course will be responsible for corresponding payment.

Revenue is earned on an accrual basis. If a registered student fails to make payment he/she will be placed “on hold” for future registrations. If payment is further delayed, the Office of Student Accounts will send the student to collection.

RECEIVING CASH OR CHECKS

Departments receiving cash and/or checks must record the receipt by preparing a B&E deposit request ticket and submitting it with the cash, check, or credit card information
to the Business Office the day it is received. The department should retain a copy of the deposit ticket and any checks received for their files. If funds are received by the Business Office, departments will be notified upon receipt to prepare the deposit request ticket. Cash or checks received relating to gifts should be recognized by letter within 14 days of receipt by the Development Officer.

The Business Office will prepare the deposit forms (State or WVU Foundation) and normally make the deposit to the appropriate entity with 24 hours of receipt. Deposits exceeding $500 will be made the day received if received prior to 2:30pm. If received after 2:30pm, they will be made before noon the next day. After the deposit is made, a copy of the miscellaneous receipt will be sent to the individual requesting the deposit. The Business Office will retain copies of all deposits for internal control and audit purposes.

Departments can reconcile the requested State deposits by comparing the deposit ticket to the MAP Account Analysis report. For WVU Foundation deposits, departments can verify the deposit ticket to the on-line query of pooled checking account for the appropriate WVU Foundation Project.

### SUMMER SCHOOL ENTREPRENEURIAL MODEL

The College of Business and Economics employs a shared entrepreneurial model for revenues resulting from on campus classes offered by B&E departments. Revenue generated by each class is adjusted by tuition waivers and a revenue factor. The revenue factor is determined by dividing gross revenue less the university and college commitment by gross revenue. The net revenue per class is then further reduced by the direct cost per class (faculty salary and fringe). The result is the profit or loss generated by class. The profits are split 50/50 with each division.

### EXPENDITURES

#### ASSOCIATION DUES

Association dues may be paid with a procurement card with prior approval. To receive approval, submit the association dues invoice to the Business Office. The business office will complete the association membership dues checklist, attach a copy of the invoice, and submit both for review. The Business Office will receive an approval letter in the mail and process the invoice for payment. Individual memberships are only permitted if they are required to perform your position responsibilities. An additional form, the Agreement
for Individual Membership, must be signed by the employee and submitted with the checklist and copy of the invoice.

CELL PHONE GUIDELINES

Cellular devices are an effective resource and enable communication in areas or situations where conventional landline phones are not available or are impractical. However, the cost incurred for cellular devices or subsidy must be weighed carefully against any benefits. For an employee to be provided a cell phone plan, the individual must demonstrate that a cell phone plan is an integral part of their job and that they could not effectively carry out their job responsibilities without it.

CONTRACTUAL/CONSULTING AGREEMENTS

Contractual/consulting agreements are utilized for payment of non-employees for personal services rendered to the University and are to be completed and approved prior to contracting for or obtaining services. Prior to contracting for personal services, three issues must be addressed:

- Should the individual be treated as an employee of the University?
- Should the service be competitively bid?
- Is the individual a resident of the United States?

It is B&E's responsibility (Business Office) to determine if an individual is an employee or an independent contractor. Preliminary determination of the employment status of a consultant can generally be ascertained by answering the "Employee Relationship" questions in the University’s consulting agreement procedure. Individuals not clearly passing this test should be treated as employees and must be paid through the University payroll process.

Competitive bidding is required when the result of the "Employee Relationship" shows the individual should be treated as an independent contractor, the cost of the entire service to be performed exceeds the bid limit, and the service does not meet requirements of sole or single source procurement.

For the University to determine the appropriate tax treatment, the department must have the individual indicate on the Service Agreement that he or she is a resident of the United States or possesses an immigrant visa (green card). For non-resident aliens, the department must obtain a copy of the individual's visa and the date the individual entered the United States. The department should then contact the University's Payroll/Tax Unit.
for guidance prior to hiring the individual or reimbursing them for any costs, including travel.

If the contractual/consulting agreement is with a vendor/company (not an individual) the department must contact the business office prior to contracting for or obtaining services. The procedure for hiring a company is different than hiring an individual.

GUESTS, GUEST LECTURERS, AND RECRUITS

If a guest lecturer is ONLY being reimbursed for travel expenses:

It is preferable that the Department directly pay the expenses by using the p-card. If the guest lecturer is going to be reimbursed for meals or mileage or other business expenses, he or she must register as a WVU vendor and submit a departmental travel settlement form following the University travel guidelines.

The guest lecturer may pay for all of their own travel by obtaining departmental approval of the expense, registering as a WVU vendor, and submitting a travel settlement form with applicable receipts according to the WVU Travel Regulations.

Direct Pay with procurement card— this must be done in advance, or as service is provided by the departmental card holder.

In either case, the University will follow IRS guidance and determine whether the IRS Form 1099 will be issued. Any reimbursement not consistent with the University Travel Regulations may be reportable for IRS purposes.

If the guest lecturer is receiving an honorarium, in addition to having travel expenses reimbursed:

Complete the Independent Contractor Determination Form & Contractual Service Agreement and must include the amount of travel costs as part of the stipend.

If receiving an honorarium;

- An IRS Form 1099 will be issued for the entire amount of the lecture.
- The lecturer will only need to submit an invoice, referencing the agreement to be paid; no receipts are necessary.
- The lecturer will need to register as a Vendor with West Virginia University which requires the Federal W-9 form and WFIMS Vendor Registration Form be completed.

HOSPITALITY
Payments for hospitality, promotional events, and rental of temporary space utilizing state funds must be justified in accordance with the State and University guidelines. When such payments are anticipated to exceed $5,000, contact the Business Office.

Hospitality is defined by the state as all food and non-alcoholic beverages and related expense for the reception of guests by college for a specific event or function relating to conducting state business. Employee functions are not hospitality expenses. As a rule of thumb “we do not feed ourselves”.

It is not anticipated that departments will incur meals or other hospitality expenses on a day-to-day basis. However, the following examples represent some circumstances when these types of expenses may be incurred:

- A non-routine event hosted by a department and specifically planned for participants (guests and/or employees) of a conference, seminar, workshop, or a similar event (employees may attend as registered and/or paying attendees, as host/hostess, or other assigned supporting positions).
- Emergency situations where operational requirements require working through a meal period and food is brought into the work area.
- Employees meeting with vendors, consultants, or other state employees from other geographic areas for a specific business purpose. If the employee is required to attend as part of their job responsibility or is representing West Virginia University, meeting expenses are considered hospitality.
- Employees meeting with a candidate or potential candidate for an open position in the department. These expenses must not be for personal or social purpose.
- Entertainment of guests and authorized employees related to economic development in the state by employees and/or designees of the Governor’s Office.
- Expenses related to activities for students, including expenses for student group meetings. Activities can include student appreciation functions, recruiting activities, orientation, counseling and mentoring, etc. Simply taking a student to lunch is not hospitality.

Employee functions are not hospitality expenses. The following are examples of expenses that are not permissible:

- Meal expense incurred during a one-day business trip.
- Group entertainment or events for employees that are personal in nature or could be perceived to be a personal gain for the employee.
- Routine training events.
- Employee recognition or awards.
- Holiday, going away, birthday, anniversary, or promotion parties.
All transactions not consistent with the above criteria should be processed against a departmental foundation account and be permitted in the respective West Virginia University Foundation account fund source documentation. All WVU Foundation transactions are reviewed and approved for payment by the Associate Dean for Administrative Services. If there is some question regarding the appropriateness of a transaction, it may be wise to secure prior approval.

Employees, who pay for hospitality themselves, must be reimbursed from a foundation account. The employee must have a detailed receipt showing each item purchased. All WVU Foundation transactions are reviewed and approved for payment by the Associate Dean for Administrative Services. If there is some question regarding the appropriateness of a transaction, it may be wise to secure prior approval.

Departments incurring valid hospitality costs (excluding alcohol), will charge the expense to a WVU procurement card subject to the authorized transaction limit on their card. A detailed receipt, showing each item purchased, must be attached with the procurement card transaction. All employees incurring hospitality costs must have a University issued procurement card (p-card). If for some reason the departmental representative does not have a p-card, hospitality transactions under the authorized transaction limit on the department administrator’s card may be direct billed. Departments must contact the vendor to pay for the expense on a procurement card. If the vendor does not accept a procurement card after an invoice is sent, the department is responsible for processing a hospitality form.

Purchases exceeding the authorized transaction limit can be direct billed to the College. Invoices for hospitality purchases (excluding alcohol) are sent to the Business Office. Detailed back-up must be attached. The Business Office will place the transaction on the WVU procurement card or process foundation vendor’s invoice for payment.

Alcohol purchases must be direct billed to the appropriate department. The department is responsible for typing a foundation vendor’s invoice for payment. The department has the discretion to allow their faculty to pay for the alcohol and be reimbursed from a foundation account.

Regardless of payment method, all hospitality payments require the following supporting information:

- Signed approval from the Chief Business Officer and Departmental Budget Officer
- Statement of purpose of the event
- Date of the event
MEAL POLICY

PURPOSE

Food and related expenses for reception of guests of the College for a specific event or function related to college business. Group entertainment or events for employees that are personal in nature are not permissible on State funds. Such as:

- Routine training
- Employee recognition awards
- Holiday, going away, birthday, promotion, and anniversary parties

DOCUMENTATION REQUIRED

1. Funding source
2. Signed approval from the departmental budget officer of the department funding the event.
3. Statement of purpose of the event.
4. Date of event
5. Location of the event
6. Number of attendees
7. Name and title of attendees (if less than 20 attendees)
8. Relationship of attendees; employee, family, etc.

EXPENDITURE LIMITS

<table>
<thead>
<tr>
<th>Allowable Funding</th>
<th>Description</th>
</tr>
</thead>
</table>
| Meals                       | State and Foundation
<p>|                             | Reimbursement cannot exceed per diem unless funded from foundation and must be preapproved by the Dean/designee. Maximum allowable reimbursement (inclusive of gratuity and applicable taxes for food and non-alcoholic expenditures) for local hospitality. |</p>
<table>
<thead>
<tr>
<th>Allowable Funding</th>
<th>Description</th>
</tr>
</thead>
</table>
|                   | • Breakfast $25 per person  
|                   | • Lunch $25 per person  
|                   | • Dinner $55 per person  
| Light refreshments should not exceed the lunch limit |

**Alcohol**  
Foundation only  
Alcohol cannot be the primary expenditure.  
If authorized in advance by the Dean/designee, alcohol is permitted in addition to the meal limits and should not exceed $20 per person.  
Expenses should not be excessive and appropriate to the occasion.

**MOVING EXPENSES**

There are some circumstances when the college reimburses a portion of a new employee’s moving expenses. The amount of reimbursement (if any) is negotiated and detailed in the contract letter the new employee signs when he or she accepts the position. A typical rule of thumb is the college reimburses 50% of the cost up to $6,000.

**ESSENTIAL SERVICES**

Any service which is routine, non-competitive, repetitive and essential to the everyday operation of the University will be processed under the Essential Services category. Authorization to make payment shall be made by the appropriate department head or designee or higher authority. Issuance of a Purchase Order is not required for payment of invoices for these good and services. Examples of Essential Services include but are not necessarily limited to:

- Accreditation fees and site visit costs  
- Advertising  
- Association dues  
- Athletic and Academic team travel and related expenses  
- Attorney Fees (WVU General Counsel approval required in advance of service provided)  
- Books and related items, including those for libraries  
- Cash advances
Contracts for artists, entertainers and speakers with terms and conditions approved by WVU General Counsel and signed by the Chief Procurement Officer, and others who are charging travel expenses only for their services

- Credit card fees
- Employee travel, subsistence, and other reimbursement
- Equipment maintenance contracts with terms and conditions approved by WVU General Counsel and signed by the Chief Procurement Officer
- Federal, state, county, and municipal fees and assessments
- Hospitality expenses
- Insurance premiums (after BRIM approval)
- Inter-library loan charges
- Inter/intra-institutional charges and fund transfers
- License fees of all types after WVU General Counsel review
- Motor vehicle and aircraft fuel
- Postage
- Refunds
- Registration and tuition fees
- Resale merchandise, sundries, food, related items used by auxiliary services
- Shipping, handling, and freight charges
- Software, software licenses, and software maintenance agreements with terms and conditions approved by WVU General Counsel and signed by the Chief Procurement Officer
- Student awards, scholarships, stipends, loans, and grants of all types
- Subscriptions, periodicals, and publication
- Temporary space rentals agreements with terms and conditions approved by WVU General Counsel and signed by the Chief Procurement Officer
- Utilities of all types, including cable TV and connections and disconnections

SPENDING ACCOUNTS

Spending account guidelines apply to all types of funding: state, research corporation, and foundation and covers the restrictions on choosing a spending account in lieu of compensation.

Guidelines - A spending account may be set up for an employee in lieu of receiving salary under the following restrictions. If the employee chooses this alternative, they are to have one of the following two options.
Option One: The budget is set up in a separate account and the employee has control over the funds, the Business Office will submit the amount of the spending account to the WVU Tax Accounting office for determination of taxability.

Option Two: The budget remains in the departmental account and the department maintains control of the funds, at the departments’ discretion the employee may be allowed to spend an amount established by the department. They may choose to keep an internal record on the available balance. At any given time, the department has the right to reallocate and spend the funds as they see fit. The employee has no control over the allocation of these funds. The amount established by the department is not reportable as income to the employee.

COMPENSATION

ACADEMIC INCENTIVE POOL

Funds recovered through such salary support will go into a College of Business and Economics account. 90% of funds generated after teaching release is covered will constitute an academic incentive pool and 10% of the funds generated are used to replenish the general operating accounts of the College. Incentive salary recommendations are subject to approval by the Dean.

DISTRIBUTION OF FUNDS

A faculty member will have access to 90% of the grant or contract personnel funds recovered in association with his/her participation in funded project(s) after the teaching release is covered. The amount of academic incentive salary an individual may receive, however, will not exceed 20% of the contract base salary.

Faculty (including FEAPS) will gain early and sustained incentive by knowing that, within limits, most of their own incentive pool income will come back to them as incentive salary. The Dean will be able to employ the remainder to encourage appropriate contributions, which foster research and scholarship and thus lead to more incentive income and increased scholarly productivity. A faculty member’s individual “success” in this process brings some additional “success” to the Department or College.

Incentive allocations will be distributed twice each year (June and December) and will be based on funds generated from the current year’s grant activities. Each year a separate
academic incentive salary contract will be drafted (together with the individual’s base salary contract). Neither incentive salary nor lack of it will affect the regular base salary figure. The contract will call for two incentive salary payments each year as long as the individual is on the payroll in a given year.

Department chairs within the College need input on Interdisciplinary Efforts and other matters relating to their faculty (including FEAPS) participation in grants and contracts. Normally, this would occur when the application is under preparation and when it is funded. It would come up again at contract time in subsequent years. Similarly, when other Colleges are involved, the Dean will need to come to agreement with the Dean(s) of the other College(s)/School(s) about incentive salaries. The appropriate Vice President(s) will also need to approve. Agreements with other College(s)/School(s) could take many forms.

For funded grants/contracts originating within the College of Business and Economics, all of the grant-recovered personnel dollars associated with an “outside” faculty (including FEAPS) participation would go to that College’s or School’s incentive pool. That is, the other College or School would have the funds to provide incentive salary in the current year’s contract and would have any remainder to support research and scholarship as recommended by their Department Chairs and/or Dean.

Similarly, for a project involving College of Business and Economics faculty but originating in another College or School, recovered funds for our faculty will go into the research and scholarship incentive pool for the College of Business and Economics. This approach would eliminate involvement in contract negotiations and related salary outside of the College of Business and Economics.

CRITERIA FOR DISTRIBUTION OF FUNDS

As previously mentioned, 90% of individual grant/contract incentive pool income is assured to a faculty member, so long as this does not exceed 20% of the base salary contract for a given year. Examples of other criteria or categories for incentive pool expenditures follow:

- Hiring adjunct faculty to cover teaching time released by funded research buyout.
- Appropriate research and/or scholarship with little or no external funding could be rewarded and encouraged with research and scholarship incentive pool funds.
- Faculty contributors (direct and indirect) who were not named in the grant could be rewarded from the pool.
- Seed money for pilot projects, preparing applications and other related activities could be taken from the pool.
• Faculty development could be supported from the pool.
• Travel supplements could be reimbursed from the pool.
• Other temporary, non-recurring expenses (supplies, equipment, etc.) for development of research and scholarship could be covered from the pool.
• Tenured faculty will continue to hold academic tenure even though the University is being reimbursed for a portion of his or her salary from a grant or contract. A faculty member without tenure but in a position leading to tenure will continue in a probationary appointment with the same critical year unless terminated, even though the University is being reimbursed for a portion of his or her salary from a grant or contract.
• The incentive salary and pool are unrelated to consultant activities of the faculty (including FEAPS) as described in the WVU Faculty Handbook.

ADMINISTRATIVE APPOINTMENTS

Nine month faculty that assume administrative appointments are either compensated by increasing their nine month appointment base salary by an administrative supplement, administrative stipend, and/or release of some teaching responsibility.

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Leave Eligibility</th>
<th>Administrative Supplement</th>
<th>Administrative Stipend</th>
<th>Teaching Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Coordinators</td>
<td>No</td>
<td>1/9th</td>
<td>Negotiated</td>
<td>2/2</td>
</tr>
<tr>
<td>Department Chairs</td>
<td>Yes</td>
<td>2/9ths</td>
<td>Negotiated</td>
<td>1/1</td>
</tr>
<tr>
<td>Program/Center Directors</td>
<td>Yes</td>
<td>2/9ths</td>
<td>Negotiated</td>
<td>1/1</td>
</tr>
<tr>
<td>Associate Dean</td>
<td>Yes</td>
<td>2/9ths</td>
<td>Negotiated</td>
<td>1/1</td>
</tr>
</tbody>
</table>

If an individual resigns or is removed from their administrative appointment before the agreed upon date, they return to their nine month base salary.

COMPENSATION – FACULTY/STAFF

BASE SALARY

The “base salary” is determined either by the Classification Schedule for classified employees or by contract for faculty, non-classified, and faculty equivalent/academic professionals. Compensation is also impacted by appointment length and/or FTE.
OVERTIME

University full and part-time regular and temporary, non-exempt employees, including those on the regional campuses, are eligible for overtime. The College of Business generally discourages the use of overtime but recognizes its operational necessity in rare circumstances. However, the College will only allocate overtime budget for working commencement activities and the week before and after the start of each semester. All overtime requests must be preapproved by the supervisor and the Associate Dean of Administration.

When situations occur when non-exempt employees are needed to work events or other situations outside normal office hours, supervisors should adjust the work schedule for that week to allow coverage. However this must be communicated to the employee prior to the week of the event.

LUNCH PERIOD

Please remember that it is the general operating practice of the College that lunch periods are one hour. Non-exempt employees are now required to record start and stop times and take their lunch away from their desk. Only in preapproved situations for operational necessity are lunch periods of less than one hour approved. Student workers working in excess of seven hours must take and record at least a ½ hour lunch.

EXTERNALLY SPONSORED RESEARCH

Sponsored activities by College faculty (including FEAPS) satisfy the scholarly needs of the University and the objectives of the sponsoring agency. The College provides faculty and facilities and the sponsor funds the research and scholarly activities. When significant time and effort is required, it is reasonable for the College to request funds from the sponsor to support that effort. Whenever possible, it is prudent for the College to dedicate those funds to the enhancement of research and scholarship.

Faculty (including FEAPS) who apply for externally funded grants or contracts are encouraged, if the granting agency permits, to request in the proposal a reasonable percentage of their (and of other participating faculty (including FEAPS) total (nine- to twelve-month) contract salaries, including fringe benefits. “Reasonable” refers to an estimate of the time commitment needed to carry out the individual’s portion of the proposed project. The current WVU fringe benefit rate should be used for research proposals.
“Release Time” refers to that portion of the normal teaching, research, or service commitment of a faculty (including FEAPS), which he/she “buys” from the College with external funds so that he/she can engage in the sponsored project. The College retains the centrally controlled or College allocated funds “bought out” of teaching to hire temporary help to cover the released commitments. The current “Overload Teaching” rate is held to cover released teaching commitments.

Extramural support refers to financial support not derived from State Appropriated sources. Academic incentive consideration will be given to programs of high quality that are compatible with the objectives of Divisions and the College, irrespective of funding source. Programs funded by federal, state or private sources will not be initiated without approval of the Department chair and the Dean.

<table>
<thead>
<tr>
<th>SUMMER RESEARCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation for summer research can take one of three types:</td>
</tr>
<tr>
<td>• Research support provided to assistant professors who have completed their degree requirements (typically for three consecutive summers, with the second and third summer contingent on satisfactory research productivity) so as to enable a successful research program.</td>
</tr>
<tr>
<td>• Research grants provided by the college (typically based on the research proposal and on base salary)</td>
</tr>
<tr>
<td>• Externally sponsored activity (typically one to three months support and is based on nine month salary)</td>
</tr>
</tbody>
</table>

The policy for the number of months of additional pay for research above the regular contracted time during a fiscal year, July 1- June 30 is as follows:

Grants and contracts from some funding agencies only permit two months of summer employment. Thus, in addition to considering the University limitation on summer employment, the limitation that may be imposed under the terms of any grant or contract must also be considered.

<table>
<thead>
<tr>
<th>COMPENSATION – ADJUNCT FACULTY</th>
</tr>
</thead>
</table>
| Adjunct faculty are those faculty that are hired on an as needed basis to teach one or more classes in a given semester and have no contractual employment relationship with the college beyond the specific arrangements for that class(es). Adjunct faculty enter into an agreement initiated by the department chair and signed by the adjunct, the department chair, and the dean. The agreement specifies and must include, but is not limited to; the term, the specific class, meeting times and frequency, office hours, office,
salary, and other requirements agreed upon. Salary for adjunct faculty is determined at the college level and can be found in Attachment III.

**COMPENSATION – STUDENT HOURLY**

Employment of students by the College is based on a philosophy that seeks to address many important objectives. They may include:

- Supplying much needed support for College departments.
- Furnishing valuable work experience for qualifying students. It provides students with experience and skills attractive to future employers and complements their academic credentials.
- Provide financial assistance to students to help fund their academic studies.

To be considered a student, an individual must be enrolled at WVU. It is the employing department's responsibility to verify eligibility of WVU student employees each term by checking with the Office of Undergraduate Advising. Student Assistants on school vacation/hiatus may be employed full-time (37.5 hours per week). Summer terms are considered terms.

Student employment shall be terminated if student status is lost, but may be extended to the end of the month if necessary. Please note that international students generally are not eligible for employment after graduation.

**Classification and Wage Rates**- There are three levels of student employment recognizing various skill levels required to perform student jobs. Please contact the Business Office for assistance in assigning student jobs to job types. Standard job descriptions will be available in the Business Office.

- **Student Assistant One**: Performs basic, routine, non-complex work. Requires ability to follow and understand new and existing instructions and may require a brief orientation period. Work is characterized by following simple well-established methods in the completion of tasks and may involve unskilled or semi-skilled work. Work may require some developed skills such as typing, or composition and is guided by standardized techniques.

- **Student Assistant Two**: Performs specialized work or paraprofessional work requiring academic training or course work of a professional or technical nature. Work tends to be analytical in nature guided by principles and practices of the profession and may involve some interpretation of policies in the conduct of work. Work is usually directed or guided by objectives. Usually requires some analysis of situation or circumstances to identify and define issues before proceeding with
work. Work may require knowledge of interrelated disciplines or professionals fields.

- **Student Assistant Three**: Performs professional work requiring major academic training or course work or prior professional experience. Students at this professional level are paid within a range. Student Assistant three performs professional work in unusual situations requiring a specialized wage rate.

Student position descriptions are required for Student Assistant 2 and 3 positions and strongly recommended for Student Assistant 1 positions. First, they help in determining appropriate student classification and pay of student positions. Second, they give student employees clear job expectations.

Student wage rates are revised periodically. See Table I for the most current Student Assistant rates. The Dean or Dean’s designee must approve Student Assistant Three wage rates in advance and in writing. The request must include a description of the professional level skills required, the name of the student employee, and the duration of the position. Approval is necessary before the Business Office can process student employment forms. Student Assistant positions are non-exempt and thus, students are paid an hourly rate. Non-exempt employees are subject to minimum wage and overtime regulations. Student hourly rates are detailed below.

Student employees are students first and foremost and, in recognition of this, hours worked should generally not exceed twenty hours per week. During term breaks and one term each year, Student Assistants on leave from school may be employed full-time. Summer terms are considered terms.

All University non-exempt employees (including students) will now be required to record start and stop times of work (including lunch). All leave eligible employees will be changing the mechanism by which they request leave. Access to the time and leave reporting system will be through the http://myaccess.wvu.edu/ website available through any internet portal. Details can be found in Attachment VII and VIII.

Non-exempt student employees who work over forty hours in a week shall be paid overtime at the rate of one and one-half times the regular rate of pay.

Student employees receive no paid leave for holidays, vacations, sick leave or any other time off. Premium rates such as holiday pay do not apply to student employees. University policy regarding break and lunch periods are included by reference.
Hiring Considerations - Hiring departments are encouraged to publicize student positions as widely as possible. The Business Office will maintain a College listing of open positions and position descriptions.

The student employment program exists primarily for the benefit of students enrolled in the College.

Layoff or Termination - If a layoff is necessary due to lack of work, lack of funds, reorganization or other reasons not reflecting the performance of the student employee, reasonable notice should be given.

Students may be terminated if their performance is deficient or if their behavior does not merit continued employment. Supervisors are encouraged to give the student opportunity to correct his or her deficiencies prior to termination. No written notification is required, but is strongly recommended.

### Student Hourly Rates

<table>
<thead>
<tr>
<th>Student Assistant 1</th>
<th>$8.75 - $12.00 Base Rate depending on work performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Assistant 2</td>
<td>$10.00 - $14.00 Base Rate depending on work performed</td>
</tr>
<tr>
<td>Student Assistant 3</td>
<td>$11.00 - $16.00 Base Rate depending on work performed</td>
</tr>
</tbody>
</table>

Performance may warrant a periodic increase in the hourly rate at the discretion of the supervisor (with approval of the Dean or Dean’s designee).

### COMPENSATION – GRADUATE ASSISTANT

The College recognizes three major types of graduate assistantships, namely administrative, teaching and research. Within each category are three types of assistantships compensation reflects the duties and responsibilities required of the assistantship.

GAs can work a maximum of twenty hours a week (as part of the assistantship) in the summer, just like during the academic year. On occasion, a unit may hire a GA to work as an hourly worker in addition to the assistantship. Any student that has a full time assistantship may not be employed for more than 100 hours per regular semester or per summer beyond the assistantship by the College or by another unit.

Please note that there are additional regulations with regards to Non-Resident Alien (NRA) students. Questions and concerns for students typically on an F-1 visa and J-1 visa
can be directed to the Office of International Students and Scholars, http://www.wvu.edu/~oiss/.

During the summer if the GA is not on an assistantship (taking/teaching classes) and not receiving a stipend, then they are allowed to work full time, but as an hourly employee.

**OFF CONTRACT COMPENSATION**

Compensation to exempt faculty/staff of the College of Business & Economics for teaching for credit and non-credit courses and professional consulting services provided outside their regular workload and their contractual appointment period. Non-exempt employees assigned additional duties or to teach a class, receive hourly compensation and overtime for over forty hours per week.

**OVERLOAD COMPENSATION**

Compensation to exempt faculty/staff of the College of Business & Economics for teaching for credit and non-credit courses and professional consulting services provided outside their regular workload and during their contractual appointment period.

**MERIT FACULTY**

The performance-based (Merit) salary process for the college is based upon the following:

- To reward and encourage faculty performance supporting the mission of the College.
- Base annual merit adjustments on performance achieved in the year under review.
- Use multiple reviews to ensure a consistent application of evaluation criteria and to remove personal bias from judgments of performances.

**Criteria**- The basic mission of the college teaching, research, and service, and the relative emphasis of the profile of each faculty member is normally 40% teaching, 40% research, and 20% service. Activities identified as supporting the college mission are discussed in the college’s Promotion and Tenure Document.

The profile weight may be modified with the agreement of the faculty member, the department chair, and the Dean. The modified faculty profile weight must total 100% and normally no single element (teaching, research, or service) may be less than 20%. The work assignment and performance expectations associated with the modified mix will be confirmed in writing and made part of the faculty member’s file. Non-tenure track
faculty, such as research professors, are an exception to the general statement and are recognized by the reference to the wording including “normally.”

Non-tenure track faculty, such as research faculty, and continuing non-tenure track teaching faculty, along with holders of endowed faculty positions, make unique contributions to the College’s mission and will be evaluated using means appropriate to their unique profiles. The accomplishments of these individuals will be evaluated through the normal evaluation processes (committees and department chairs), where possible, and by their direct supervisors and others. An individual with a very highly focused accomplishment profile, for example a teaching assignment only, will be eligible for the same amount of performance-based salary adjustment as a person with a more comprehensive assignment.

Characterizations of performance will be the same as those used in the annual faculty review: “unsatisfactory,” “satisfactory,” “good,” and “excellent.” Faculty receiving a performance rating of “satisfactory,” “good,” and “excellent” will be eligible for performance-based salary adjustments. For a given calendar year, faculty members can normally receive a maximum of nine points for performance measurement, with three points maximum being allocated to teaching, three points maximum to research, and three points maximum to service. A rating of satisfactory receives one point, a rating of good receives two points, and a rating of excellent receives three points. Those points are then multiplied by the faculty profile percent in each category to arrive at weighted points. A total of 300 weighted points are possible.

The university provides the college with a merit pool that is a percentage of the payroll (measured as of June 30). The college creates a merit salary adjustment pool for each department, faculty administrators, and non-tenure track faculty. The pool is reduced by a percentage (normally 5%) of the total pool for college market adjustments. The remaining amount 95% is set aside for the purpose of merit adjustments on the basis of performance evaluations. By Provost policy, all first year faculty receive a fixed percent merit increase. This further reduces the pool to be used for merit. The available merit pool is arrived at by:

**Total Salaries multiplied by the merit percentage**

- Less: 5% of that amount
- Less: 1st year employee’s salaries multiplied by the merit percentage
- Equals: Merit pool

**A conversion to percentage is accomplished by:**
First, converting merit points to percentage scale by multiplying the rating for each category by the faculty profile weight.

- Total the weighted points for all categories.
- Multiplying the salary by the weighted points.
- Dividing the pool available by the result above.
- Multiplying the result of three by the result of four.

The annual Performance Review process is the basis for the merit salary adjustment. The final recommendations for performance-based salary adjustments are forwarded to the Dean by the Associate Dean for Academic Affairs. These recommendations may include comments regarding clearly exceptional performances or other special concerns or issues. The Dean will make the final determination regarding all performance-based salary adjustments, including those referred to as “Dean’s Special Concerns.” It is understood that final determinations are made by the Dean subject to review by the Provost in order to ensure compliance with the University Salary Policy.

Medical and similar leaves of absence are not covered by this process. Other policies exist to provide for these situations. Unpaid leaves of absence usually do not include accomplishments for the University and are not relevant for the purpose of the process.

Faculty members on a sabbatical or professional leave for one year or less are considered to have a special work assignment for the leave period. The appropriate annual Productivity Report must include the leave period and should include a statement of the work to be undertaken or that was completed while on leave. The annual performance evaluation will evaluate time and work in residence (i.e., non-leave time) at the College in the normal fashion; accomplishments of the leave time will be judged against the expected accomplishments specified in the leave document.

It is recognized that there are different expectations of faculty with doctoral program responsibility versus those faculty whose primary focus is at the undergraduate or masters level. In recognition of these mission differences, there should be different teaching, research, and service evaluative criteria. These criteria should be specified in a departmental document and/or should be apparent and enforced through the College-wide Performance Review Committee’s evaluations.

**MERIT – NON-CLASSIFIED/FEAPS**

The performance-based (Merit) salary process for the college is based upon the following:

- To reward and encourage performance supporting the mission of the College.
• Base annual merit adjustments on performance achieved in the year under review.

**Criteria** - The annual performance appraisal/review forms the basis for merit salary adjustments. Characterizations of performance will be the same as those used in the annual faculty review: “unsatisfactory,” “satisfactory,” “good,” and “excellent.”

For a given calendar year, non-classified staff can normally receive a maximum of twelve points for performance measurement, with three points maximum being allocated to Administrative Competencies, three points maximum to Leadership, three points maximum to Organizational and Strategic Competencies, and three points maximum to Goals and Objectives. A rating of unsatisfactory receives zero points, not applicable receives 1.6 points, satisfactory receives 1.6 points, a rating of good receives 2.3 points, and a rating of excellent receives three points. Those points are then multiplied by the profile percent in each category to arrive at weighted points. A total of 300 weighted points are possible.

The University provides the college with a merit pool that is a percentage of the payroll (measured as of a specified date). The college creates a merit salary adjustment pool for all non-classified staff and non-tenure track faculty. The pool may be reduced by a percentage (normally 5% depending on the salary implementation guidelines for the year in question) of the total pool for college market adjustments. The remaining amount, 95%, is set aside for the purpose of merit adjustments on the basis of performance evaluations. By Provost policy, all first year employees receive a fixed percent merit increase. This further reduces the pool to be used for merit. The available merit pool is arrived at by:

**Total Salaries multiplied by the merit percentage**

• Less: 5% of that amount
• Less: 1st year employee’s salaries multiplied by the merit percentage
• Equals: Merit pool

A conversion to percentage is accomplished by first, converting merit points to percentage scale by multiplying the rating for each category by the profile weight. Total the weighted points for all categories.

• Multiplying the salary by the weighted points.
• Dividing the pool available by the result above.
• Multiplying the result of three by the result of four.
MERIT – CLASSIFIED STAFF

Classified staff raises do not receive merit. Classified employees are any regular full-time or part-time employee who hold a position that is assigned a job title and pay grade with the personnel classification system as established by the Higher Education Policy Commission (HEPC),(WV Code 18B-9-2). The classified staff salary schedule is mandated by state code and an employee progresses through the pay grade solely on his/her years of state service. Actual increases that are provided are based on available funding and salary guidelines established by the institution. More information about the classified staff salary schedule can be found on the Human Resources web site www.hr.wvu.edu

OVERLOAD TEACHING

DEFINITION AND ELIGIBILITY

The College of Business and Economics compensates faculty members with full-time salaries for full-time service. If there is a shortage of faculty and a course must be taught, and if all other means of teaching at the program quality standard for the course are exhausted, faculty members may be asked to teach a course on an overload basis for which they will be additionally compensated.

Overload teaching is an arrangement whereby a faculty member teaches for-credit courses in addition to his/her normal course load in the graduate and/or undergraduate programs. The faculty member is paid additional compensation for teaching the overload course. To participate in an overload teaching arrangement, the faculty member’s Department chair must first approve the arrangement and verify through the normal workload reporting process that the faculty member has an otherwise full teaching workload as defined in the college workload policy.

When staff are asked to participate in an overload teaching arrangement, the staff member’s supervisor must first approve the arrangement.

LIMITS

An individual with an administrative appointment may teach overload only if there is no other appropriate member of the faculty available to teach the course in question. Administrators may only teach overload with the permission of the Dean and are typically limited to one section per academic year.
Assistant Professors on University sponsored summer research support are not eligible to teach in the summer. Assistant Professors teaching overload during the 9 month academic year must be approved by the Dean. If Assistant Professors are not on University summer research support they may teach in the summer and be compensated according to the Teaching Compensation Schedule.

Faculty are normally limited to teaching two overload courses per academic year. All faculty (full-time and adjunct) will be compensated consistent with the College of Business and Economics Teaching Compensation Schedule.

**INTERNSHIPS AND DIRECTED STUDIES**

Graduate level internships sponsored through the college are to be compensated in a manner similar to that of our undergraduate programs. Namely, faculty will receive additional compensation for the direction of internships only when a student intern is registered for a summer session internship. As with undergraduate sponsorship, the faculty member is to be compensated at a rate of $100 per student credit hour up to a maximum compensation of equivalent summer compensation for a three credit hour course per this schedule. As with undergraduate sponsorship, the faculty member will not receive any additional compensation for internship sponsorship when the student is registered for internship during the Fall or Spring semesters.

When a student is enrolled in Graduate Level Directed Studies, faculty will receive additional compensation for the directed study only when a student is enrolled in a directed study section in a summer session, as an accompaniment to an internship or an international experience. Each faculty member is to be compensated at a rate of $100 per student credit hour up to a maximum compensation of equivalent summer compensation for a three credit hour course per this schedule. The faculty will not receive any additional compensation for Directed Studies when the student is registered during the Fall or Spring semesters. There is no compensation for Graduate or Undergraduate independent studies at any time.

**EXTERNAL CONSULTING - COLLEGE MANAGED**

The delivery of not-for-credit teaching and/or consulting is largely based on a number of factors including market, customization, customer, etc... Therefore when arriving at the appropriate compensation we must consider a number of criteria and is reflective of the composite of those factors rather than one factor. Assistant Professors on summer research support are not eligible to teach or consult in the summer. Assistant professors can consult during the nine month academic year must be approved by the Dean. If
Assistant Professors are not on summer research support they may participate in not for credit teaching or consulting if approved by the Dean.

Compensation can be based on any subset of the following criteria:

- Level of customization/expertise/time required
- Complexity of assignment (ex: mediation of labor contract versus facilitating a goal setting session for a group of teachers)
- Travel (local versus significant travel involved)
- Specialized skill involved/supply and demand of that skill (ex: some courses require a person to be certified to use materials, instruments, etc.)
- Type of Service (consulting service such as facilitating a strategy session versus classroom instruction)
- Client demand for a particular person
- Established marketability of trainer-do they bring business to the college?
- The amount and level of customization required (ex: developing a new complex program that requires person to meet with the client several times, analyze the financials or data, develop resource spreadsheets or an on-line course, training resources, write a new case, etc.
- Instructional (classroom delivery)
- Delivery of Services (consulting service such as facilitating a strategy session)

**EXTERNAL CONSULTING, NON COLLEGE MANAGED**

Outside employment is left to the discretion of the faculty member, subject to the policies governing consulting stated below. The compensation derived from such activities is also left to the discretion of the faculty member. However, faculty members may not tutor their own students for compensation. A full-time faculty member may not accept teaching assignments at other institutions during a period that they have contractual obligations to WVU without the approval of the Dean. Such teaching falls under the policies governing consulting.

Consulting by faculty members is normally limited to one working day per week. Such consulting should not prevent a faculty member from fulfilling his/her normal responsibilities to the institution. Consulting work must be reported to the department chair, who reports to the Dean regarding the extent of consulting by the faculty members in the department. University stationery and other resources may not be used for correspondence or for reports that are related to the consulting work.

It is the College policy that faculty members must report consulting work engaged in during the faculty member’s contract period (e.g., nine month, ten month, etc). This policy does not require faculty members to report the names of their consulting clients
or any financial arrangements with consulting clients. These reports must adhere to the following guidelines:

- Each faculty member engaged in consulting must submit a report to his or her chairperson or division leader prior to the semester any anticipated consulting and no later than the last week of each fall and spring semester where the actual consulting was performed;
- Faculty will report the actual number of working days per semester spent on consulting activities during the time period the faculty member is under contract to the University (For nine month faculty this would include any consulting conducted between August 16 and May 15.);
- Each director will forward to the Dean a summary report of each faculty member’s consulting by December 31 and May 31 of each year.

These guidelines do not apply to consulting activities engaged in while the faculty member is not under contract and consulting activities conducted through the College under contractual arrangements with clients (for example, through the College’s Executive Education programs).

Administrators with Faculty Rank: Consulting is normally limited to one day per week. If a week day is used for consulting, the administrator/faculty member must take annual leave.

Staff: Staff must use annual leave for paid consulting.

**PERSONNEL COSTS ON SPONSORED PROJECTS**

For purposes of budgeting personnel costs on proposals for external funding, a percentage of effort must be used. Hourly rates and estimates of hours to be worked should not be provided to any potential sponsor unless the specific formal solicitation requires this information. In those cases, the budget justification should include the following disclaimer:

Data for hourly rates and hours worked is provided for informational purposes only. WVU does not account for time on an hourly basis. Faculty and other researchers time is reported on a percentage of effort basis. All invoicing and financial reporting will be based upon the percentage of effort calculation. Hourly rates and hours worked can not be verified or certified by the WVU financial system.

**TRAVEL**
Guidelines - The College of Business and Economics encourages faculty and staff to travel for professional development, for student and faculty recruitment, to attend scholarly meetings, to promote the College and its programs, and for many other reasons related to the operations of the College.

Travel for out-of-state College business requires prior approval for the trip and commitment of funding. Faculty travelling to conferences must seek University travel or development grants.

For liability and insurance purposes, emergency communications, and facilitation of normal workflow in the College, it is important that supervisors and/or other College employees know the location and contact information of travelers.

Travel involves the commitment of fiscal resources; it is prudent for the traveler to obtain approval prior to the trip. Financial commitment should also be approved in advance by the budget manager or immediate supervisor. Travel may involve budget support from multiple sources. It is wise to secure that approval prior to taking the trip.

Authorization to travel is initiated by the traveler and must be approved by the departmental supervisor that manages the budget.

A blanket approval may be completed for employees whose position requires certain types of travel, i.e. makes frequent “day trips”. Blanket approvals must specify:

- The length of the authorization
- The type of travel authorized (off-campus teaching, outreach activities, student recruiting, etc.)

A travel authorization is required for in-state over-night travel but not day trips, provided your immediate supervisor is aware of your travel plans and has authorized the trip. The request for reimbursement form must include the payment information or the request will not be processed.

An employee traveling without prior approval assumes any cost liability should the trip not be considered a College approved expense.

**EXPENSES**

Travelers are expected to make reasonable efforts to seek the least expensive mode of travel.

Travelers are strongly urged to use a p-card to pay for registration, airfare, hotel, internet, rental car, gas for the rental car and parking at the airport. The p-card cannot be used for
personal meals. Travelers are expected to make airfare bookings to secure the least expensive airfare possible. Tickets for airfare may be purchased and/or reimbursed to the traveler up to 180 days before the trip begins. Travelers may not specify a particular airline in order to accumulate mileage or promotional plans, such as frequent flyer programs, if it results in a higher airfare.

If a change in the cost of the airfare occurs, the charge is reimbursable if the traveler is directed or required to change travel plans due to a business-related-purpose, or if other extenuating circumstances arise.

If a traveler chooses to drive to their destination instead of fly, the traveler must obtain a valid airline quote, for the days of travel, at least seven days prior to the trip. The business office will then calculate the mileage reimbursement and the traveler will only be reimbursed the lower of the two amounts (including parking). The quote must be submitted to the business office. Also, the traveler will not be reimbursed for any hotel or meal expenses incurred during the drive to and from their destination.

Registration may be paid in advance. The traveler will not receive an allowance or reimbursement for food or lodging if it is included in the registration fee. Cancellation fees are reimbursable if the traveler is directed to change travel plans or if other extenuating circumstances arise. Charges incurred due to the failure of the traveler or traveler’s representative to notify an event sponsor will be considered a personal expense to the traveler and will not be reimbursed.

Hotel reservations should be made prior to the trip. If the trip is cancelled, please make sure to contact the hotel to cancel at least 48 hours in advance to avoid a fee. If you forget to cancel, you will not be reimbursed. An original itemized receipt must be submitted with your expense account. If you are sharing a room with another employee, payment can be made and reimbursed to one of the employees or the cost may be divided and claimed by both.

If you are traveling in West Virginia, travelers will need to pay for their hotel expense with a p-card to avoid tax charges. If a traveler chooses to pay for a hotel room, in West Virginia, with a personal credit card, the traveler will not be reimbursed for taxes.

In those cases where there is multiple occupancy, but only one person is on official WVU business, lodging will be reimbursed at the single room rate. The single room rate must be written on the folio when submitted for reimbursement. If traveling during a normal work day, the traveler must leave from their place of business.
Standard mileage to the Pittsburgh airport is 75-80 miles one way. WVU will not reimburse for mileage in excess of this amount. If the cost to rent a car and gas for the rental car is less than round-trip mileage and parking at the airport, the traveler will need to rent a car. Travelers are expected to make reasonable efforts to seek the least expensive mode of travel.

Travelers are strongly urged to use rental cars from Enterprise for day-trips. It is less expensive and is preferred to using your personal automobile. Travelers using their personal vehicle will ordinarily only be reimbursed for up to $75 per day (including parking) unless a vehicle is not available from Enterprise (see rental car section below). Exceptions to the $75 per day POV rule can be requested in advance and in writing through the Business Office. The justification must indicate an overriding business reason for the exception.

The College does not reimburse the cost of car rentals at the destination unless the traveler has College business at multiple sites at the destination and receives approval prior to the trip. If approved, a mid-size car is to be rented. A full size vehicle can only be rented if four or more WVU employees are traveling together.

The college will reimburse the cost of a taxi or shuttle from the airport to the hotel and from the hotel to the airport. The college will not reimburse for taxi if you are staying in the conference hotel.

The traveler will receive 75% of the per diem rate on the first and last day of travel. If a traveler is provided a meal on the first day of travel, the amount will be incrementally reduced. The per diem rate includes meals and other incidentals. WVU uses the GSA meal rates for domestic and foreign travel. The rates can be found at www.gsa.gov.

The traveler may ask to be reimbursed for actual meal expenses up to the per diem rate. Meals provided by the conference will be reduced from the per diem daily allowance. The traveler receives 20% of the per diem for breakfast, 20% for lunch and 60% for dinner.

Other reimbursable expenses:

- Internet access,
- parking at the airport,
- parking at the hotel,
- parking,
- currency conversion, and
- Visa fees.

Unallowable expenses include:
- Cost of passports,
- interest on late payment of individually held credit cards,
- laundry fees,
- personal flight or baggage insurance,
- movies,
- room service,
- honor bar,
- self-service snacks and
- drinks.

Once the traveler returns, it is the travelers’ responsibility to complete a travel reimbursement form and submit it to the business office within 5 business days along with the original receipts.

Receipts are required for the following items:

- Airfare (lowest fare - coach)
- Lodging - actual expense
- Registration Fees - actual expense
- Rental Vehicles - actual expense
- Miscellaneous expenses in excess of the current miscellaneous expense limit, includes taxi & parking. ($75 per item)

**RENTAL VEHICLES**

Vehicles are to be rented from Enterprise using any (individual traveler or EBO held) WVU or Research Corp P-Card. All optional insurance coverage offered by Enterprise is to be declined. If you have an accident, please contact Risk Management. Depending upon your payment method your department could be subject to a deductible of up to $1,000.00 (amount depends upon the level of damage to the vehicle).

The specific requirements for the various methods of payment are as follows:

- **If the vehicle rental was paid by the traveler’s WVU (State) P-Card (VISA)**
  - If the rental period was for **fifteen** days or less
  - If the vehicle was eligible for VISA coverage (no extended passenger vans; no pickup trucks) Risk Management will instruct the cardholder regarding the procedure to submit a claim to VISA; Risk Management will manage the claim with VISA once submitted; and no deductible will apply.

- **If the rental was paid by the traveler’s WVU Research Corporation P-Card (MasterCard)**
  - If the rental period was for thirty one days or less
• If the vehicle was eligible for MasterCard coverage (no extended passenger vans, no pickup trucks) Risk Management will instruct the cardholder regarding the procedure to submit a claim to MasterCard; Risk Management will manage the claim with MasterCard once submitted; and no deductible will apply.

• If the rental was paid by the “Departmental or College Travel Coordinator” P-Card, Risk Management will file the claim with BRIM and the deductible will apply.

• It is understood that there will be circumstances when a particular employee will have no choice but to use their personal credit card. An example would be vehicle rental in a distant location (airport) when the employee has no P-Card. In these circumstances, should damage occur to the rental vehicle, the claim would be submitted to BRIM and the $1,000.00 deductible will apply.
PROCUREMENT METHODS

PROCUREMENT CARD

The purchasing card is to be used under the rules of the Office of the State Auditor for small purchase transactions. Limits are set based on the department and spending patterns. Foundation purchases are not permitted on the card. Personal expenses are not allowed on this card. The cardholder is responsible for reimbursing the college for personal expenses if they appear on the card. If a card is lost or stolen, report it to CitiGroup immediately at 1-800-248-4553. Report the lost or stolen card to your Department Card Coordinator (DCC) at 304-293-7833.

PROHIBITED PURCHASES

Gas for your personal vehicle, (mileage reimbursement will be paid through the travel process.), personal meals, alcoholic beverages, tax reportable services (without a signed service agreement – see DCC), ammunition & weapons, temporary help, legal services, cash advances, insurance, or gifts for employees.

MAKING A PURCHASE

Let the vendor know we are tax exempt and provide the FEIN number 55-6000842. Complete the log sheet and attach itemized receipt. If phone order, send log sheet and provide receipt later. If mailing or faxing order, make a copy of the order showing prices. This may be the only itemized receipt you receive. Submit your log sheet to the Business Office within 48 hours.

CARDHOLDER RESPONSIBILITIES

Complete the log sheet within 48 business hours of making the purchase. Provide an itemized receipt for each transaction charged on your procurement card. Provide the number of attendees, name of event, and business related purpose for each hospitality charge. Provide additional information about a transaction in a timely manner. Work with the vendor and the DCC to handle disputes.

The procurement card received by the department is assigned specifically to a cardholder and becomes that cardholder's personal responsibility. The cardholder to whom the card
is issued is the only person authorized to make purchases using the card. The cardholder may use the card to directly purchase supplies or to have them delivered to the University department. Purchases must not be delivered to a personal residence. The cardholder must obtain and keep a receipt at the time of purchase (a faxed receipt of a phone order, or a screen print of order confirmation for an online order).

**Purchase Bid Limit**

Unless otherwise authorized by law, all purchases or acquisitions of materials, supplies, equipment, services and printing shall be awarded by competitive bidding, except as provided below:

- Purchases not exceeding $25,000;
- Competitive sealed proposals;
- Competitive selection procedures for professional services;
- Sole source and single source procurement;
- Emergency procurement;
- Previously competed Federal, State and institutional contracts, and contracts issued by cooperative buying groups and consortia; and
- Essential services.

**SINGLE/SOLE SOURCE PROCUREMENT**

One of the basic principles of public purchasing is to obtain competition by soliciting multiple bids or proposals whenever possible. Purchase Requisitions that exceed the University authorized bid limit that designate only one source or brand as being capable of fulfilling the requiring activity's needs must be accompanied by conclusive documentation (justification memorandum) that explains why the specified product or source is *singularly* able to meet those needs and no other product or source can do so.

The normal competitive bidding procedure may be waived in the following circumstances:

- Where the needed product or service is available from only one source of supply.
- Where standardization or compatibility is the overriding consideration and such compatibility or standardization can be achieved only through the purchase of a unique product.
- Where products are bought for "over the counter" resale.
- Where a particular product or service is desired for educational, training, experimental, developmental, or research work (must explain why other products or services cannot meet user's needs).
• Where the requirement is for an authorized cooperative project with another governmental unit or a charitable non-profit organization.
• Where performance competition is not available.
• Where the product is specifically required as part of a sponsored project.

To support such a waiver or limitation of competition, we must send a justification memo with the Purchase Requisition to Procurement Services:

• Name and address of the suggested supplier;
• Technical specifications that make the equipment unique;
• Names and addresses of other vendors that make similar equipment, and details of the ways such equipment fails to meet required specifications; and
• Any other information that supports the uniqueness of the requested item.

VENDOR REGISTRATION – SUBJECT TO CHANGE

The West Virginia Code requires that all vendors be registered with the West Virginia Department of Administration, Purchasing Division, prior to receiving a purchase order for competitive products and/or services exceeding $25,000 from the Governing Board. An annual vendor registration fee, payable to the West Virginia Department of Administration, is required from vendors who have received a purchase order for competitive products and/or services exceeding $25,000 per order. Those exempt from paying the fee are vendors supplying sole source (noncompetitive) products/services, or vendors receiving a purchase order in the aggregate amount of $25,000 or less per order.
ACCESSING INFORMATION

FOUNDATION LEDGER SYSTEM

Access to the WVU Foundation general ledger system can be obtained by requesting access though the Business and Economics business office.

MAP GENERAL LEDGER SYSTEM

BUDGETS

Budgets in the WVU accounting system are established at the combination of:

- Fund – Assets and liabilities
- Department Activity – Cost center
- Line Item – Revenue or Expense
- Function – Activity being performed

In the College of Business and Economics budgetary control and responsibility typically resides at the department (1st five digits of department activity code) level.

The College of Business and Economics employs an “all funds” approach to budgeting. Each budgetary unit is responsible for submitting an annual budget request that details what expenses will be necessary to fulfill their obligations, any anticipated revenues they expect to generate, and how they plan to use departmentally managed resources to meet their obligations.

These requests are compiled centrally and reviewed by the College Budget Committee for consistency and congruence with college goals. Allocations of college resources are then made based on college priority alignment and resource availability.

LEDGERS

MAP (Oracle) has two distinct integrated account ledgers. The General Ledger Accounts for non-grant activity and POETA Accounts for grants and WV Foundation direct bill accounts. Access to MAP/POETA on-line account information is available to department budget officers and their designees (see Attachment VI). Requests for access are made through the Business Office. WVU Foundation accounts and access are discussed in the WVU Foundation Finance and Administration Guide (Attachment III to this guide).
GENERAL LEDGER

The general ledger is used to account for main campus and research corporation non-grant activity. The account structure contains six segments including: campus, department activity, fund, project, line item, and function. They are defined as:

- **Campus** (two digits) Campus identifies who controls expenditures.
- **Department Activity**- (nine digits starting with 17) Department Activity is the lowest organizational level. First five digits define department. Segment used to track revenue and expenses. Parents include department and college.
- **Fund** (eight digits) Fund is the balancing segment. Identifies ownership and tracks assets, liabilities and fund balance.
- **Project** (eight digits) Null used by the grant module to accumulate costs.
- **Line Item** (six digits) Captures assets, liabilities, fund balance, revenues and expenditures at the lowest level.
- **Function** (three digits) Function describes the nature of the activity i.e. research, instruction, etc.

Example, GL

![Diagram of general ledger segments]

- **Fund - State Appropriations**
- **Fund - Business and Economics Fee**
- **Function - Instruction**
  - Departmental Activity - B&E Dean's Office
  - Faculty Development
- **Campus - Mogadishu Campus**
- **Line Item - Personnel**
- **Line Item - Fringes**
- **Line Item - Supplies**
- **Line Item - Travel**
GRANTS LEDGER

The grants ledger is used to account for main campus and research corporation grant activity. The account structure contains five segments including:

- Project (eight digits) Relates to the GL project segment.
- Organization (Character based) relates to the GL departmental activity and campus segments.
- Expenditure Type (Character based) relates to the GL line item segments.
- Task - (three digits), Relates to the GL function segment.
- Award - (eight digits) Relates to the GL fund segments (highly summarized i.e. Federal, State, Private.)

Example:

<table>
<thead>
<tr>
<th>Award - National Science Foundation</th>
<th>Award - State Appropriated Funds</th>
<th>Award - Research Corp Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project - Develop, Build, and Market a Rotary Engine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization - Engineering Dept</td>
<td>Organization - Marketing Dept</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task - Develop the Specifications</th>
<th>Task - Create Blueprints</th>
<th>Task - Build Prototype</th>
<th>Task - Develop Marketing Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure Types - Salaries, Fringes, Supplies</td>
<td>Expenditure Types - Salaries, Fringes, Supplies</td>
<td>Expenditure Types - Salaries, Fringes, Supplies, Equipment</td>
<td>Expenditure Types - Salaries, Fringes, Supplies, Equipment</td>
</tr>
</tbody>
</table>

BUSINESS AND ECONOMICS ACCOUNTS

The department activity segment of the account is partially structured to identify college, department and activity within department. The first two digits (17) define college and the next three digits defining budgetary activity (department). The last four digits are user defined to delineate unique activities within department. See the example below:
Business and Economics Departments

<table>
<thead>
<tr>
<th>Department</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deans Office B&amp;E</td>
<td>17001</td>
</tr>
<tr>
<td>Graduate Programs B&amp;E</td>
<td>17005</td>
</tr>
<tr>
<td>Bureau of Business &amp; Economic Research</td>
<td>17006</td>
</tr>
<tr>
<td>China Program</td>
<td>17007</td>
</tr>
<tr>
<td>Student Programs</td>
<td>17008</td>
</tr>
<tr>
<td>Technology B&amp;E</td>
<td>17009</td>
</tr>
<tr>
<td>B&amp;E Research &amp; Outreach</td>
<td>17011</td>
</tr>
<tr>
<td>B&amp;E Executive Education</td>
<td>17012</td>
</tr>
<tr>
<td>B&amp;E Communications</td>
<td>17013</td>
</tr>
<tr>
<td>B&amp;E Development</td>
<td>17014</td>
</tr>
<tr>
<td>B&amp;E Unreserved Budget</td>
<td>17018</td>
</tr>
<tr>
<td>B&amp;E Entrepreneurship Center</td>
<td>17019</td>
</tr>
<tr>
<td>B&amp;E Administrative Affairs</td>
<td>17021</td>
</tr>
<tr>
<td>B&amp;E Academic Affairs</td>
<td>17022</td>
</tr>
<tr>
<td>B&amp;E Placement (Center Career Development)</td>
<td>17023</td>
</tr>
<tr>
<td>B&amp;E Management Information Systems</td>
<td>17026</td>
</tr>
<tr>
<td>B&amp;E Accounting</td>
<td>17027</td>
</tr>
<tr>
<td>B&amp;E Economics</td>
<td>17028</td>
</tr>
<tr>
<td>B&amp;E Finance</td>
<td>17029</td>
</tr>
<tr>
<td>B&amp;E Management</td>
<td>17031</td>
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<tr>
<td>B&amp;E Marketing</td>
<td>17032</td>
</tr>
<tr>
<td>B&amp;E Global Center</td>
<td>17033</td>
</tr>
</tbody>
</table>
REPORTS

The University MAP system has a number of reports relating to General Ledger and Grants accounts. Those reports are available to you with access to the MAP system. Attachments III and IV provide information on how to access and run those reports.

The WVU Foundation has a flexible reporting system that allows users to run and modify standard reports through the Blackbaud Financial Edge system.

WVU FOUNDATION FINANCE AND ADMINISTRATION GUIDE

The WVU Foundation Finance and Administration Guide can be found at www.portal.wvuf.org.
BUILDING INFORMATION

B&E BUILDING EMERGENCY PLAN

TERM DEFINITIONS

All Hazards Warning Messages: WVU’s Alert Text Messaging system. This service is free to employees and students and you may sign up from the WVU Homepage.

Building Supervisor: The Building Supervisor is a University employee who has a defined role in each campus building. Each WVU building should have at least a primary and a secondary Building Supervisor, appointed by the Building administrator(s). In an emergency, the Building Supervisors should report to the Incident Command location to provide building information to emergency responders. The “All Clear” information will typically be communicated to the primary Building Supervisor when it is safe to return to the building, so that the occupants can be notified.

Building Emergency Plan: The plan is a document that consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.

Building Safety Committee: A group composed of members of each department in the building, generally chaired by the Building Supervisor or other employee, charged with coordinating building safety concerns. The Building Safety Committee program is administered by Environmental Health and Safety.

- Serves as a forum for building employees to report and discuss safety or environmental improvement needs.
- Identifies employee’s needs for safety training and requests training sessions accordingly.
- Coordinates safety self-audits on a regular basis; assists Building administrator(s) in prioritizing actions to address safety concerns.
- Disseminates information about requirements concerning workplace health, safety, and environmental protection.

Critical Operations: Any critical operations located in your facility that require preplanning for evacuation and/or Shelter-in-Place events, such as data storage, servers, or animal quarters, etc. This information is Public Safety Sensitive, but must be readily available to first responders to assist them in their emergency response efforts.
**Hazardous Operations:** Any potentially hazardous operations located in your facility that require preplanning for evacuation and/or Shelter-in-Place events, such as hazardous materials. This information is Public Safety Sensitive, but must be readily available to first responders to assist them in their emergency response efforts.

**Emergency/Evacuation Assembly Area (EAA):** A pre-designated safe location near a building where building occupants assemble and report to the Roll Taker(s) after evacuating their building.

**First Responder(s):** Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from West Virginia University Police Department, Morgantown Fire Department, Environmental Health and Safety, Facilities Management, etc. In critical situations, they may take charge of the building and have full authority over activities in and around the building.

**Roll Taker:** Building occupant(s) assigned by the Building Supervisor to take roll at the Emergency Assembly Area(s) (EAA) after a building evacuation.

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**INTRODUCTION**

The Building Emergency Plan is designed to assist in training students, faculty, staff and visitors in basic emergency information to include shelter-in-place and building evacuation procedures for natural and man-made events.

Please remember that the Building Emergency Plan itself contains Public Safety Sensitive Information about critical and hazardous operations in the building that must not be shared with the public or all occupants of the building for security purposes. All occupants of the building need to be familiar with appropriate emergency response information when there is an emergency in the building.

As a member of the University community, you should also be familiar with the University Emergency Response Plan. This manual describes the procedures to follow in a variety of emergencies. A copy of the Plan can be viewed electronically at: [http://police.wvu.edu/emergency_management/emergency_response_plan](http://police.wvu.edu/emergency_management/emergency_response_plan).

**RESPONSIBILITIES**

**DEAN**

- Appoints a primary and a secondary Building Supervisor.
• Ensures that current information on the Building Supervisors (name, department, building room number, phone, emergency phone numbers) is communicated to the Coordinator of the Building Supervisors Program.
• Assigns the primary Building Supervisor, or other building employee, as Building Emergency Plan Developer, and works with that person to develop the individual Building Emergency Plan.
• Reviews and signs off on the Building Emergency Plan prior to submission to the WVU Police Emergency Planning Unit.

BUILDING SUPERVISOR

• Develops the Building Emergency Plan.
• Once the Building Emergency Plan is approved by the WVU Police Emergency Planning Unit, refers to it in training all building occupants in emergency response.
• Ensures that the Building Emergency Plan is available to the appropriate personnel and that it is used during emergency incidents.
• Reviews the Building Emergency Plan annually to ensure that information and procedures are current.
• Lists all Critical and Hazardous Operations in the Building Emergency Plan for First Responder reference and use.
• Adds the electronic link to the University’s Emergency Response Plan to the Building Emergency Plan.
• In the event of an emergency, ensures that emergency notification to emergency agencies takes place.
• Assists in building evacuation.
• Reports to Emergency Assembly Area(s) (EAA) and ensure that Roll Call is taken of evacuated personnel.
• Collects and provides essential information to emergency personnel (e.g. location of incident, persons in building, special hazards, etc.).
• Develops additional building-specific information that makes the Building Emergency Plan more effective (e.g. specific procedures for any assigned disabled people, evacuation maps, etc.).
• Includes in the Building Emergency Plan any additional information as directed by the Building Administrator(s).
• Organizes at least one annual exercise or drill and elicits feedback and ideas for improvement.

BUILDING OCCUPANTS SHOULD KNOW THE FOLLOWING:

• Evacuation routes and Emergency Assembly Area(s).
• The University’s Emergency Warning Notification System.
- The locations of emergency materials that may be needed in an emergency, such as emergency telephones and fire pull alarms.
- The proper procedures for notifying emergency responders about an emergency in the building (dial 9-911 on campus, 911 from a public telephone or cell phone).
- Any additional building-specific procedures and requirements.
- To participate in annual exercises/drills.

**BUILDING EMERGENCY PLAN REQUIREMENTS**

The Building Emergency Plan is reviewed annually by the Building Safety Committee, Building Supervisor, and the Dean to ensure that information and procedures are current. The University Police Emergency Planning Unit will also review the Building Emergency Plan, will maintain a copy for use by Emergency Operations Center personnel and will forward a copy to Monongalia Emergency Centralized Communication Agency (MECCA).

The Building Emergency Plan will be tested with an exercise at least annually to validate procedures and to ensure building occupants’ understanding. The exercise should be based on a simulated emergency event that highlights building shelter-in-place or evacuation procedures. Any lessons learned that require changes to the Building Emergency Plan should be incorporated into the Building Emergency Plan and a copy forwarded to the University Police Emergency Planning Unit. The University Police Emergency Planning Unit will assist in exercise development if needed.

Training is an integral part of the safety and preparedness program for your building. It is the responsibility of each department head and supervisor to ensure that all building occupants are trained or made aware of the Building Emergency Plan for the building(s) they occupy.

**B&E BUILDING INFORMATION**

**BUILDING SUPERVISOR/SECONDARY BUILDING SUPERVISOR**

<table>
<thead>
<tr>
<th>Building Name:</th>
<th>Business and Economics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Supervisor (BS):</td>
<td>Associate Dean of Administrative Services</td>
</tr>
<tr>
<td>BS Department:</td>
<td>Dean’s Office</td>
</tr>
</tbody>
</table>
Last updated: 7 28 14

BS Campus
Address: PO BOX 6025, 1601 University Ave

BS Campus
Telephone No.: 304-293-7800
FAX No.: 304-293-5652 Dean's Office

BS Emergency
Telephone: 304-685-1797 Cell 304-598-0121
Nos. (cell, home):

Secondary
Building
Supervisor: Director of Information Technology

Secondary BS
Department: Information Technology

Secondary BS
Campus Address: PO BOX 6025 1601 UNIVERSITY AVE

Secondary BS
Campus Telephone No.: 304-293-7934
FAX No.: 304-293-5207 Executive Ed office

Secondary BS
Emergency
Telephone: 304-282-1538
Nos. (cell, home):

BUILDING DESCRIPTION

Four floors, Classrooms, offices, computer lab, elevator, three stairwells, SEE ATTACHED FLOOR PLANS
BUILDING CRITICAL OPERATIONS

This section includes information about critical operations that require special care during an emergency, such as servers.

<table>
<thead>
<tr>
<th>Operation</th>
<th>Room</th>
<th>Department</th>
<th>Responsible Person</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Server Room</td>
<td>365</td>
<td>INFORMATION TECHNOLOGY</td>
<td>Director of Information Technology</td>
<td>293-7934 and 293-7862</td>
</tr>
</tbody>
</table>

BUILDING ALARMS (S)

Fire and Elevator alarms

When the fire alarm is activated you will hear what Simplex calls CHIMES. They are located on the walls just above eye level. With the CHIMES you will see a white flashing light and on the light it is printed (FIRE). The alarm will not stop until someone locates the problem and takes care of it and then turns off the alarm. No one is permitted to turn off the alarm but fire control or the fire department.

NOTIFICATION PROCEDURES

EMERGENCY NOTIFICATION PROCEDURES:

Any building occupant that needs emergency assistance should immediately dial 9-911 from any campus telephone or 911 from any public or cell telephone.

NON-EMERGENCY NOTIFICATION PROCEDURES:

- College phone number: 304-293-7800
- Fire: Morgantown Fire Department (MFD) 304-284-7480
- Police: WVU Police Department (UPD) 304-293-3136
- Closest medical facility: Ruby Memorial Hospital - 304-598-4000 and Mon General Hospital - 304-598-1200
- Environmental Health and Safety: 304-293-3792 or 304-293-3795
- Facilities Management Help Line: 304-293-4357
Facilities Management Zone Services: Maintenance Zone 3 - 304-293-4357
(Zone telephone number may be obtained at 304-293-4357)

**WVU EMERGENCY WARNING NOTIFICATION SYSTEM**

WVU is a large and complex institution, and people move about our campus freely. Despite advances in communication, there is no way to reach everyone instantly with a single message; however, the multi-layered approaches we have in place will help spread the word quickly, based on the circumstances. The following communication methods make up the University’s Emergency Communication Plan:

- **All-Hazards Emergency Warning Text Message (Shelter-In-Place).**
- **Fire alarms (Evacuate the building).**
- **An e-mail alert will be sent to Building Supervisors.** They, in turn, will activate a phone tree, forward the e-mail to others in the building or go to offices or rooms in person. They also may post signs on doors or in hallways. These procedures will be covered in more detail during training.
- **University Residence personnel will be notified.** They activate their procedures to alert people in individual halls via their resident assistants, phones, and signage.
- **An e-mail may be sent to all people with WVU and MIX addresses.**
- **The West Virginia home page** ([www.wvu.edu](http://www.wvu.edu)) is the focal point of the most complete information in all campus-related emergencies.
- **University News and Information personnel will work with the news media—radio, TV, newspapers, and Internet — to help spread the word.**
- **Additional “phone tree” processes may be activated.**
REMEMBER, WHEN YOU Receive:

- ALL HAZARDS text immediately seek shelter (Shelter-In-Place) in a safe location.
- FIRE ALARMS immediately evacuate the building and move to a safe location

*In both cases, following the above action, you should solicit additional clarifying information by all possible means...WVU Homepage, TV, radio, email, etc.*
BUILDING EVACUATION PLAN

BUSINESS & ECONOMICS SECOND FLOOR

IN CASE OF FIRE
1. SOUND ALARM
2. GIVE NAME OF BUILDING
3. GO TO ESCAPE ROUTE OR EXIT
4. IF NOT IN FLIGHT OR MOVING, LEAVE BUILDING IMMEDIATELY
5. DO NOT USE ELEVATORS

LEGEND:
- Arrows indicate evacuation routes.
- Red areas may indicate points of assembly.
- Grey areas may indicate restricted areas.

Last updated: 7 28 14
EMERGENCY PROCEDURES

WVU’s Emergency Response Plan will be referenced for all emergencies. A copy of the link must be attached to the Building Evacuation Plan (BEP).

The BEP focuses on two basic and immediate warning notifications:

- Fire Alarms mean to immediately evacuate the building and proceed to your Emergency Assembly Area.
- All Hazards Emergency Warning Text means to immediately seek shelter (Shelter-In-Place) in a safe location within closest facility/building. “Shelter-In-Place” means seeking immediate shelter inside a building or University residence. This course of action may need to be taken during a tornado, earthquake, release of hazardous materials in the outside air, or a criminal/civil disturbance. When you receive the message, immediately go inside a building to a safe location and use all communication means available to find out more details about the emergency. Remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.

Additional warning notifications will follow using the WVU Emergency Warning Notification System.

EVACUATION POLICY:

WVU policy requires immediate evacuation when any fire alarm sounds within a building. All employees, students and any other individuals within the building must promptly depart the building using designated exit routes.

- Departments are responsible to ensure that all people in their building are aware of exit routes and location of their building Emergency Assembly Area(s) (EAA).
- Personnel may briefly delay evacuating if they need time to shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials.
- All building occupants will follow instructions relevant to public safety issued by the Building Supervisor, or fire and police personnel.
- After exiting building, occupants are to go directly to their designated Emergency Assembly Area(s) and follow guidance provided by the Building Supervisor, Building Administrator(s) and emergency responders.
GENERAL EVACUATION PROCEDURES

If You Hear The Fire Alarm Or Are Instructed To Leave The Building:

- Immediately obey evacuation alarms and orders. Tell others to evacuate.
- No one may remain inside a building when an evacuation is in progress.
- Classes in session must evacuate.
- If involved with hazardous research or doing a dangerous procedure, immediately shut down operations that could create additional hazards if left unattended. Evacuate as soon as possible.
- When you evacuate, take keys, coat, purse and any other critical personal items with you to the Emergency Assembly Area(s).
- Close doors as rooms are vacated.
- Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.
- Note location of trapped and injured victims and notify emergency responders.
- Walk calmly but quickly to the nearest emergency exit.
- Use stairways only. Do not use elevators.
- Keep to the right side of corridors and stairwells as you exit.
- Proceed directly to your designated Emergency Assembly Area(s). Stay away from the immediate area near the building you evacuated.
- Remain in Emergency Assembly Area(s) until Roll Call is taken and instructions are given.
- Do not reenter the building until authorized fire or police department personnel give the “All Clear” instruction.

BUILDING SPECIFIC EVACUATION PROCEDURES

The College of Business and Economics has designated floor representatives in addition to Directors to assist in the evacuation of the building. The floor representatives are:

<table>
<thead>
<tr>
<th>Floor</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Floor</td>
<td>Chair, Management/ILR</td>
<td>293-7936 office</td>
</tr>
</tbody>
</table>
If for any reason you evacuate to an EAA other than the one defined for your unit (for example a faculty member teaching class on another floor or an employee meeting on another floor) contact a director or floor representative at that EAA.

Building evacuation maps are attached.

**EMERGENCY ASSEMBLY AREA LOCATION**

Emergency Assembly Areas (EAA—Roll Call) - Once out of the building, congregate with others in a designated Emergency Assembly Area a safe distance away from the building. Remain at the designated area until told to reenter the building by the Dean or Dean’s representative. Designated areas are as follows:
WHERE DESIGNATED EAA ROLE TAKING RESPONSIBILITY

<table>
<thead>
<tr>
<th>FLOOR</th>
<th>EAA</th>
<th>ROLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4TH</td>
<td>EAA #1 WOODBURN HALL</td>
<td>DEAN/ASSOCIATE DEANS, DEANS STAFF</td>
</tr>
<tr>
<td>3RD</td>
<td>EAA #1 WOODBURN HALL</td>
<td>DEAN/ASSOCIATE DEANS, DEANS STAFF</td>
</tr>
<tr>
<td>2ND</td>
<td>EAA #2 LIFE SCIENCES</td>
<td>CHAIRS, DIRECTORS</td>
</tr>
<tr>
<td>1ST</td>
<td>EAA #2 LIFE SCIENCES</td>
<td>CHAIRS, DIRECTORS</td>
</tr>
</tbody>
</table>

THE EMERGENCY ASSEMBLY AREA WHERE YOU GO IN THE CASE OF AN EMERGENCY IS DETERMINED BY WHERE YOU ARE AT THE TIME THE ALARM SOUNDS

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**EVACUATION GUIDELINES FOR PEOPLE WITH DISABILITIES**

<table>
<thead>
<tr>
<th>Location</th>
<th>Primary</th>
<th>Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third floor</td>
<td>Atrium area in front of Academic Advising</td>
<td>Outside exit by Information Technology</td>
</tr>
<tr>
<td>Second floor</td>
<td>Outside exit by room 272</td>
<td>Student Study Area</td>
</tr>
</tbody>
</table>

Check on people with special needs during an evacuation. A “buddy system,” where people with disabilities arrange for volunteers (co-workers) to alert and assist them in an emergency is recommended.

Only attempt an emergency evacuation if you have had emergency assistance training or the person is in immediate danger and cannot wait for emergency services personnel.

Always ask someone with a disability how you can help before attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

Faculty and staff who are mobility impaired should let the Building Supervisor know the location of their usual work area and special needs. Document the information in the table below.
SHELTER-IN-PLACE

YOU MAY BE REQUIRED TO SHELTER IN PLACE FOR EVENTS SUCH AS:

- Tornado warning
- High winds
- Active shooter
- Building intruder
- Civil disturbance
- As directed by police personnel for any other situation that requires you to find protection within a building.

WHEN TO SHELTER-IN-PLACE:

You must immediately seek shelter in the nearest facility or building (preferably in a room with no windows) when:

- You receive an All Hazards Emergency Warning message.
- You are directed to do so by police or fire department personnel.

PROCEDURES:

The WVU ALERT Warning System (text messaging system) will be used to notify the campus community of a “shelter in place” situation.

If you are “sheltering” due to a tornado warning, immediately go to a safe location in your building.

- Proceed to the basement of any building that has a basement or sub-walk. Position yourself in the safest portion of the area away from glass. Be prepared to kneel facing a wall and cover your head.
- In high-rise (four stories or more) buildings, vacate the top floor and move to a lower floor or to the basement. Position yourself in an interior corridor away from glass. Be prepared to kneel facing the wall and cover your head.

If time permits, occupants of wood-frame or brick buildings with wood floors should leave the building and go directly to a more substantial concrete building, preferably with a basement.

- Any occupant who encounters a student or visitor should direct them to take appropriate actions.
Any occupant that encounters a physically disabled individual should assist them if possible.

After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means (e.g. WVU Homepage, TV, radio, email, etc.)

If you are “sheltering” due to a hazardous materials (HAZMAT) accidental release of toxic chemicals the air quality may be threatened and sheltering in place keeps you inside an area offering more protection. For a HAZMAT situation you should, if possible, take the following actions:

- Close all windows and doors.
- Turn heating/cooling systems (HVAC) off.
- Move to the shelter in place location.
- Do not go outside or attempt to drive unless you are specifically instructed to evacuate.
- Do not use elevators as they may pump air into or out of the building.
- Any occupant that encounters a student or visitor should direct them to take appropriate actions.
- Any occupant that encounters a physically disabled individual should assist them if possible.
- After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means (e.g. WVU Homepage, TV, radio, email, etc.)
- If you are “sheltering” due to an active shooter, building intruder or a civil disturbance on campus, immediately go to a safe location in your building (normally the police department or the All Hazards Sirens will be the notification method).
- If possible, take refuge in a room that can be locked.
- If possible, close and lock the building’s or room’s door(s). If unable to lock the door secure it by any means possible, but avoid using your body.
- The room should also provide limited visibility to anyone outside of it.
- Hide under a desk, in a closet, or in the corner.

After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means (e.g. WVU Homepage, TV, radio, email, etc.)

Report any suspicious activity if you can do so without jeopardizing your safety...Call 911 if possible.

**BUILDING SPECIFIC SHELTER IN PLACE PROCEDURES AND LOCATIONS**

Shelter-in-Place procedures must take into account any specific building and occupant needs. Add maps, routes, other steps, actions, or precautions specific to your building or work area. Specify your shelter-in-place locations.
Community Response Checklist - Active Shooter or Violent Crime in Progress

Secure Immediate Area:

- Lock and barricade doors
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and computer monitors
- Keep occupants calm, quiet, and out of sight
- Keep yourself out of sight and take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets)
- Silence cell phones
- Place signs in exterior windows to identify the location of injured persons

Un-Securing an Area:

- Consider risks before un-securing rooms.
- Remember, the shooter or perpetrator will not stop until they are engaged by an outside force.
- Attempts to rescue people should only be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses vs. the safety of a few.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.

Contacting Authorities:

- Use Emergency 9-911 from all campus phones
- Use 911 from all non-campus phones, including cell phones

What to Report:

- Your specific location - building name and office/room number
- Number of people at your specific location
- Injuries - number injured, types of injuries
- Assailant(s) - location, number of suspects, race/gender, clothing description, physical features, type of weapon(s) (long gun or hand gun), backpack, shooters/perpetrators identity if known, separate explosions from gunfire, etc.
Police Response:

- Objective is to immediately engage assailant(s)
- Evacuate victims
- Facilitate follow up medical care, interviews, counseling
- Investigation

ACRONYMS AND RESOURCE LIST

BEP: Building Emergency Plan
BS: Building Supervisor
EAA: Emergency/Evacuation Assembly Area
MFD: Morgantown Fire Department
UPD: West Virginia University Police Department
EH&S: Environment Health and Safety Department

University Police Emergency Planning Unit: 304-293-2677
The office serves as the focal point for emergency preparedness questions and issues. Its web site can be found at http://police.wvu.edu

Environmental Health and Safety: 304-293-3792 or 304-293-3795
Information on various safety topics, including hazard evaluations and employee training can be found online at

Facilities Management: 304-293-4357
Installation and repair of facility safety equipment; maintenance services can be found online at

West Virginia University Police: 304-293-3136
Information on personal safety in the workplace can be found online at http://police.wvu.edu
DEFINITIONS

**Administrative Supplement**: Percentage of the nine month appointment base salary, depending on the appointment type. Faculty serving with administrative appointments typically include; Program Coordinators, Assistant Directors, Department chairs, Program Directors, Center Directors, and Associate Deans.

**Administrative Stipend**: An additional fixed stipend added to the base salary for performing additional administrative responsibilities.

**Base Salary**: Compensation for the standard contract as it applies to an individual faculty or staff member’s ordinary appointment (typically nine – twelve months). The amount is defined either by contract for faculty, non-classified, and FEAP’s or by schedule for classified staff.

<table>
<thead>
<tr>
<th>EMPLOYEE TYPES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classified Employee</strong> - Classified employees are any regular full-time or part-time employee who holds a position that is assigned a job title and pay grade with the personnel classification system as established by the Higher Education Policy Commission (HEPC). (WV Code 18B-9-2). The classified staff salary schedule is mandated by state code and an employee progresses through the pay grade solely on his/her years of state service. Actual increases that are provided are based on available funding and salary guidelines established by the institution. More information about the classified staff salary schedule can be found on the Human Resources web site <a href="http://www.hr.wvu.edu">www.hr.wvu.edu</a>.</td>
</tr>
<tr>
<td><strong>Temporary Employee</strong> - An employee hired into a position expected to last fewer than nine months of a twelve month period regardless of hours worked per week. A temporary employee is not eligible for benefits, but is covered by the classification program.</td>
</tr>
<tr>
<td><strong>Casual Employee</strong> - A casual employee position is a position created to meet specific operational needs at an institution for no more than 225 hours in a 12-month period. Individuals in a casual employee position are not eligible for benefits and are not covered by the classification program.</td>
</tr>
<tr>
<td><strong>Full-Time Faculty</strong> - Employment as a faculty member for a full academic year (at least a nine-month contract basis) for teaching, research, public service, and/or administrative responsibilities. Faculty are not considered classified employees or subject to the classification program.</td>
</tr>
<tr>
<td><strong>Contract Instructors/Trainers</strong>: Compensation to contract external instructors/trainers for teaching for credit courses and non-credit courses and professional consulting services provided.</td>
</tr>
</tbody>
</table>
• **Non-Classified Employee** - An employee who is responsible for policy formation at the department or institutional level or reports directly to the president of the institution, or is in a position considered critical to the institution by the president. Non-classified employees are not subject to the classification program but are eligible for benefits.

• **Student Employees, Hourly** - An employee enrolled at the institution as a student and whose primary purpose for being at the institution is to obtain an education. A student employee is not eligible for benefits and is not covered by the classification program.

• **Student Employees - Graduate Assistants** - All graduate assistants and fellows must be accepted into a graduate degree program and are required to be full-time (nine hours or more) graduate students. The individual is primarily a student and secondarily an employee. Tuition and some fees are remitted. Awards are made by degree programs or by the nonacademic unit where service is to be rendered. Applications should be made to the Dean or director concerned or to the chairperson of the program in which the graduate work will be pursued. Early application is strongly recommended. Students may hold only one appointment as a graduate assistant per term.

• **Faculty Equivalent/Academic Professional** - Employees in this general category are faculty-equivalent in such areas as teaching, research, public service, coaching, and/or administrative responsibilities. This group is further broken into two sub-categories: FE’s (Faculty-Equivalents) are those primarily assigned to academic units, whose work/duties are academic in nature; AP’s (Academic Professionals) are those who are assigned to administrative or operational units, whose work is predominantly administrative in nature.

### STUDENT PAYMENT DEFINITIONS

Frequently, questions are raised regarding the appropriate handling of payments to students. Proper classification of student payments is significant as it directly impacts West Virginia University processing (Financial Aid, Payroll, Accounts Payable) and affects the individual’s income tax withholding and reporting. Student payments can be grouped into five main categories:

• **Scholarship** – A scholarship payment is generally an amount paid for the benefit of a student at an educational institution to aid in the pursuit of studies. Scholarship payments are processed by the Financial Aid Office through the Banner system. The payments are not subject to tax withholding (federal, state or FICA), and are reported by WVU on IRS form 1098-T.

• **Fellowship** – The purpose of a fellowship payment is to further the education and training of the student in his or her individual capacity. Fellowship payments are paid to, or for the benefit of, an individual primarily to aid in the pursuit of study
or research. To qualify as a fellowship payment, the payment must be a relatively disinterested "no strings attached" educational grant. Fellowships are processed by the Financial Aid Office through the Banner system. The payments are not subject to tax withholding (federal, state, or FICA), and are reported by WVU on IRS form 1098-T. Note - NIH training grants are always classified as fellowships. Certain fellowship payments may include a “subsistence allowance” cash payment. This portion of a fellowship should not require services to be performed and should be identified as such in any grant and/or proposal. Subsistence allowance payments are taxable to the recipient but WVU does not withhold any taxes. These payments are processed through WVU Accounts Payable system. Fellowship payments are not reported on IRS form 1099 whether paid through Banner or Accounts Payable. The individual is responsible for making estimated tax payments.

- **Contest Prizes/Awards** – Prizes such as awards won in a contest are not scholarships if the recipient does not have to use the award for educational purposes. Contest prizes/awards are processed by the WVU Accounts Payable system. The payments are not subject to tax withholding (federal, state, or FICA), and the University will report amounts greater than $600 on IRS form 1099.

- **Wages/Service Stipend** – An amount paid for “services rendered” as part of a service stipend arrangement is a “wage” under IRS regulations and must be paid as salaries and wages. Wages/service stipends are processed via the payroll system and are subject to federal and state income tax withholding and are reported on IRS form W-2. Contest prizes and awards to students specifically and directly related to their employment by WVU are included in this category and processed through the WVU payroll system.

- **Payments to non-resident aliens** – The above categories are applicable to US residents and resident aliens. Payments to non-resident alien students of scholarships, fellowships, prizes/awards and wages are subject to different IRS and US treaty guidelines. As such, the above is not applicable to these students. For payments to non-resident aliens, contact WVU - Payroll & Tax Services.
Schedule applies to all courses regardless of level or discipline.

<table>
<thead>
<tr>
<th>Overload and Off Contract Compensation</th>
<th>Academic Term or Off Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarly or Practicing Academic</td>
<td>$2,500 per credit hour</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract Instructors Compensation</th>
<th>Academic Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct Lecturers for Executive MBA and FAFI Programs</td>
<td>$2,500 per credit hour</td>
</tr>
<tr>
<td>Adjunct Lecturers for all Other Programs</td>
<td>$1,667 - $2,500 per credit hour</td>
</tr>
</tbody>
</table>

- Compensation is dependent upon a number of mitigating factors including but not limited to: experience, credentials, etc.
- On-line courses enrollment is capped at 35.
- Exceptions must be approved by the Dean or designee.
## ATTACHMENT II – GRADUATE COMPENSATION SCHEDULE

### Graduate Assistant Compensation Schedule

<table>
<thead>
<tr>
<th>Level</th>
<th>Compensation</th>
<th>Assistantship Hourly Rate for additional hours (max 100 hrs per semester)</th>
<th>Hourly Rate for Summer teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEVEL I DOCTORAL</strong></td>
<td>Salary $1,367/month or $12,300 academic year</td>
<td>$16.00 per hour</td>
<td>$17.50 per hour</td>
</tr>
<tr>
<td><strong>LEVEL II DOCTORAL</strong></td>
<td>Salary $1,467/month or $13,200 academic year</td>
<td>$17.00 per hour</td>
<td>$17.50 per hour</td>
</tr>
<tr>
<td><strong>LEVEL I MASTERS</strong></td>
<td>Salary $1,111/month or $10,000 academic year</td>
<td>$12.82 per hour</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>