

Equal Employment Opportunity Policy

of the Equal Employment opportunity statement, and recruitment, and hiring procedures are on file in the Affirmative Action Office.

Employee Categories

Full-time--An individual who has been employed for more than three months and who is regularly scheduled to work 40 hours per week (2000 hours per year). Full-time employees, as determined by the University, are eligible for full benefits.

Part-time--An individual who has been employed for more than three months and who is regularly scheduled to work less than 2000 hours, but more than 1000 hours per year. Part-time employees, as determined by the University, are eligible to participate in benefit programs on a pro-rata basis.

Limited Part-time--An individual who is scheduled to work less than 1000 hours. Such employees are ineligible for benefits.

Probationary--An individual who is still within the initial ninety calendar day period of employment (or any extension of the same). Such employees are ineligible for benefits.

Full-time (other)--An individual who has been employed more than three months, who is regularly scheduled to work 40 hours per week for a non-month administrative position. Such employees are eligible for benefits.

Hall Director--An individual responsible for the daily administration of the student development program in a residence hall community. Such employees will receive those benefits, and only those benefits, specified in their employment contracts.

Probationary Period

The first 90 days of employment shall constitute a probationary period during which time the immediate supervisor shall monitor and evaluate the performance of the new employee. During the probationary period, an employee may be terminated at will, with or without cause. The conciliation procedures contained herein are not available to employees in the probationary period.

Performance Review

Written reviews of each employee's job performance/job development are strongly encouraged. The review will be discussed with the employee to improve the quality of improving quality. Completed reviews may be signed by both the employee and the preparing supervisor and forwarded to or retained by the appropriate Vice President. The Vice President or appropriate designee will review and place them in the employee's file.

Seniority for Secretarial and Buildings & Grounds Personnel

Seniority is defined as an employee's length of continuous service. Employees retained beyond the completion of an applicable probationary period begin to accrue seniority from the date of hire. Seniority of regular part-time employees is computed on a pro-rated basis relative to the normal scheduled workweek for full-time employees. Temporary employees and limited part-time employees do not accrue seniority. Seniority will be taken into consideration if an employee is offered an available position different from the one they are presently employed in, however, it does not create an entitlement to the available position. Seniority will be given consideration in scheduling vacation time.

In the event of a layoff or numerous layoffs, seniority will be taken into consideration. The University will make an effort to be as just as possible when making difficult decisions relative to program terminations, financial exigency, or other unexpected circumstances.

Seniority shall be considered as terminated by any of the following:

- a. Resignation;
- b. Retirement;
- c. Discharge for cause where such discharge is not reversed through the appeals procedure; or
- d. Abandonment of the job.

Seniority shall continue to accrue during paid leaves of absence. During unpaid periods of leave, seniority shall not accrue.

Seniority
An employee of the University who has served one year in his or her current position may apply for a newly created or otherwise vacant position. The employee must notify his or her Vice President when application for the position is made. The employee may be offered the position only if the employment in the new position is in the best interest of the University as determined by the President or his designee. If the employee is hired for the newly created or otherwise vacant position, the employee must serve a new ninety-day probationary period.

The University reserves the right to reassign any employee as personnel levels or budgetary restraints may require.