

**BLUEFIELD STATE UNIVERSITY
BOARD OF GOVERNORS
POLICY NO. HR-703**

EMPLOYEES

SECTION 1. GENERAL

- 1.1 This rule is related to the provisions of West Virginia Code 18B regarding employee classification.
- 1.2 Effective date: August 4, 2022

SECTION 2. DEFINITIONS

- 2.1 “Classified employee” or “employee” means a regular fulltime or regular part-time employee of an organization who: (i) does not meet the duties test for exempt status under the provisions of the Fair Labor Standards Act; and (ii) is not otherwise a nonclassified employee designated pursuant to subdivision (11) of WV Code Section §18B-9A-2: Provided, That any employee of an organization who was a classified employee as of January 1, 2017, retains that status unless otherwise deemed a nonclassified employee pursuant to the provisions of subparts (A) through (D) of subdivision (11) of WV Code Section §18B-9A-2. A classified employee is covered by the provisions of the classification program.
- 2.2 “Exempt employees” are employees not covered by the Fair Labor Standards Act (FLSA) for overtime purposes.

SECTION 3. EMPLOYEE CLASSIFICATION

- 3.1 Bluefield State University considers all employee positions to be critical to the institution. Therefore, all staff positions are nonclassified. While critical to daily operations, an employee may or may not be deemed essential to report for duty in emergencies or other special situations as identified by the President, or the President’s designee.
- 3.2 The President or his/her designee shall design, develop and administer a fair and appropriate compensation management and classification system for faculty and other employees that is consistent with Bluefield State University’s mission, vision, and values, taking into consideration the following principles:
 - 3.2.1 Effectively and appropriately educating Bluefield State students;
 - 3.2.2 Motivating and rewarding faculty and other employees for high levels of performance;

- 3.2.3 Attracting and retaining a high performing, competent, qualified and diverse workforce;
 - 3.2.4 Competing within comparable job markets; and
 - 3.2.5 Providing Bluefield State the flexibility to effectively and efficiently compete in the delivery of higher educational services.
- 3.3. The Vice President of Human Resources shall be responsible for analyzing and reporting to the President and the Executive Vice President relevant factors, emerging trends and changing circumstances which impact the employment environment and which impact compensation to keep Bluefield State's employment system consistent with best practices. The Vice President of Human Resources shall recommend to the President and the Executive Vice President appropriate changes in the operation of Bluefield State's employment system.
- 3.4 The Vice President of Human Resources shall develop and maintain job titles, job descriptions, and compensation records for specific positions consistent with Section 3.2, herein; provided that specific compensation decisions and levels for specific positions shall be determined by the President upon recommendations from those supervising and/or most familiar with a given faculty member's or employee's performance and value to the institution.
- 3.4.1 Individual job descriptions shall include a summary of the essential duties of that position.
 - 3.4.2 Supervisors for given positions shall periodically review individual job descriptions and notify the Vice President of Human Resources of any changes in duties for a specific position.
 - 3.4.3 Job titles and specific minimum compensation for a given position shall be determined by the President, in conjunction with the position's supervisors, the Chief Financial Officer and the Vice President of Human Resources.