

WVU Parkersburg Board of Governors

POLICY B-13
PART TIME CLASSIFIED EMPLOYEES

Section 1. General.

1.1. Scope: The Board of Governors of WVU Parkersburg (the "Board") recognizes the importance of an appropriate cadre of full-time classified and non-classified employees to fulfill the institution's mission.

The Board also recognizes that significant contributions to the mission of WVU Parkersburg can be made by highly qualified staff members who may fill part-time roles for a variety of reasons.

This policy defines the role of part-time, temporary and casual employees at all campuses of WVU Parkersburg, and, when appropriate, the conditions of their employment.

1.2 Authority – W. Va. Code [§18B-1-6](#) [§18B-9A](#), and [§18B-9B](#); and [WV CTCS 135 C.S.R. 55](#)

1.3 Effective Date: January 20, 2026
(Replaces version dated October 3, 2003)

Section 2. Definitions.

2.1 The following terms shall have the meanings ascribed to them herein:

2.1.1. "Part-Time Employee" shall mean an employee in a position created to last less than 1,040 hours during a twelve-month period. An employee in a part-time position is not eligible for benefits.

2.1.2. "Temporary Employee" or "Temp Employee" shall mean 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 or temp employee is not eligible for benefits.

2.1.3. "Casual Employee" shall mean an employee in a position created to meet the specific operational needs at the institution for no more than 450 hours in a twelve-month period. Individuals in casual employee positions are not eligible for benefits.

2.1.4. "Classified Employee" shall mean a regular full-time or regular part-time employee of an organization who does not meet the duties test for exempt status under the provisions of the Fair Labor Standards Act; and is not otherwise a non-classified employee.

Section 3. Limitations on the Hiring of Part-Time Employees.

3.1 WVU Parkersburg shall not hire part-time employees solely to avoid the payment of benefits, or in lieu of full-time employees.

- 3.2 Before new employees are hired for part-time or full-time summer employment, classified employees, who are employed in nine-month or ten-month positions and who meet the minimum qualifications of a position, including availability to assume and fulfill the position, will be given an opportunity to accept part-time or full-time summer employment positions.

Section 4. Acquisition of Temporary or Casual Employees.

- 4.1. In circumstances where operational need requires supplemental or substitute staff for short periods of time to accomplish specific tasks, requests for temporary or casual employees will be submitted to Human Resources.
- 4.2. The Human Resources Executive Director will coordinate filling the position through an external vendor. No other department, division or unit may contact external vendors directly for such purpose.
- 4.3. The Business office will audit invoices for services provided by external vendors pursuant to 4.2 above.
- 4.4. The Executive Director of Human Resources shall be responsible for developing procedures to implement the requirements of this Rule.

Section 5. Reporting of Data.

- 5.1 WVU Parkersburg will report to the Community and Technical College System of West Virginia (CTCS) (the "Council) in accordance with current reporting requirements established including those in Title 135, Series 55, or successor rules.