



HLC Accreditation 2020-2021

Evidence Document

WSU Policies and Procedures Manual

Chapter 7/ University Support Staff Policies

Additional information: See the web page at :
https://www.wichita.edu/about/policy/ch_07/ (Accessed February 25, 2021.)



WSU Policies and Procedures

Chapter 7 - University Support Staff Policies

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Effective: June 8, 2014 | Revised: January 29, 2019



7.02 / University Job Listings

Effective: July 01, 1997 Revised: December 09, 2015

I. Policy

- A. Wichita State University job listings are available at:
 - jobs.wichita.edu
 - jobs.ks.gov
- B. Computer access and assistance is available at the Office of Human Resources (OHR) on the Wichita State University campus during normal business hours.
- C. When a university support staff position becomes available, OHR will post the vacancy for a minimum of seven calendar days for local and regional searches. National searches will be posted for 14 calendar days.
- D. Applicants must apply for a specific vacancy at jobs.wichita.edu. Qualified applicants will be referred to departments for consideration.



7.07 / Time and Leave Policies

Effective: July 01, 1997 Revised: June 08, 2014

I. Preamble

Time and leave policies are established in accordance with federal, state and University regulations and policies and are subject to review and audit.

II. Policy

A. Work Schedule

The normal work schedule is a total of 40 hours per week.

B. Workweek

The workweek is Sunday through Saturday. The normal workweek for all hourly University employees is 40 hours during a given seven-day period. The standard work day for each full-time University employee is eight hours.

C. Time in Pay Status

Time in pay status may include the following: Approved vacation leave, sick leave, compensatory time, jury duty, donor leave, funeral (bereavement) leave, the military reserve for annual active duty training, state or national training, leave to attend official meetings and other authorized leave with pay, holidays, and the discretionary holiday when authorized by the governor.

D. Leave Without Pay

Exempt employees cannot have leave without pay for less than a full day (8 hours).

E. Leave Requests

Requests for leave should be approved by the supervisor prior to actual dates. When an employee is off work (on leave) for three days or longer (other than regularly scheduled vacation leave), the department submits a letter or memorandum to the Office of Human Resources (OHR) with the appropriate leave papers (e.g., military papers or physician statements) attached.



Approved leave is considered authorized. Authorized leave with and without pay can be approved for the following reasons: donor leave, military leave, jury duty, childbearing, employee's illness, temporary disabilities, birth of employee's child, adoption of a child by an employee, the initial placement of a foster child in the home of the employee, care for a family member who has a serious health condition, or other sufficient reason when the appointing authority deems it to be in the best interest of the University. Medical leave for a regular employee will not exceed one year; leave for a probationary employee will not exceed 180 days.

Unauthorized leave will be grounds for disciplinary action up to and including dismissal. The supervisor should contact the Office of Human Resources for assistance with procedures for unauthorized leave.

F. Time Change

Central Daylight Savings - Spring - The employees on 3rd shift that work only seven hours should show eight hours working.

Central Standard Time - Fall -The employees on 3rd shift that work nine hours, because of the time change, should show nine hours worked (one extra hour).

G. Call-in/Call-back

Non-exempt employees may be called in to work on a regular day off or may be called back to work after a regular work schedule.

An employee who is eligible to receive overtime will receive compensatory time, or if approved, in advance, by the budget officer, will be paid at the appropriate rate of pay for the hours worked. The employee shall be paid for a minimum of two hours unless the employee was on stand-by when called in or called back, or if the employee was called in or called back during the two-hour period immediately prior to the beginning of the employee's next regularly scheduled work shift. Only the hours actually worked shall be credited in determining eligibility for overtime compensation.

H. Stand-by

Stand-by time is defined as a period of time outside an employee's regularly scheduled work hours during which the employee is required, at the discretion of the University, to be available within a specified response time. Stand-by assignments will be limited to work situations where a probability of emergency recall exists.



A non-exempt employee will be compensated at the rate of \$2 per hour for each hour the employee is required to serve on stand-by status. An employee on stand-by who is called in to work will be compensated for the hours actually worked at the appropriate rate of pay. The \$2 per hour stand-by compensation will not be paid for hours actually worked. Only the hours actually worked will be credited in determining eligibility for overtime compensation. An employee on stand-by who is not available when called and who does not present reasonable justification will lose stand-by compensation for that stand-by period.

I. Rest Periods

Individual departments have the responsibility for setting and maintaining standards relating to departmental employees' rest periods. Practices relating to employees' rest periods may vary between departments. Rest periods should not exceed 15 minutes during each half day of work. Travel time from and to the work area is included in the 15 minutes rest period. Rest period time may not be used to adjust work schedules or be accumulated for future use.

J. Absence Reporting

It is the University's policy to require that employees report expected and unexpected absences and that an expected date of return be provided. However, an individual department may impose additional absence reporting requirements that are appropriate to the efficient conduct of the department.

Unauthorized and unexplained absence from work for a period of five workdays is considered abandonment of the job and is a presumed resignation. OHR will inform the employee by certified U.S. mail of the requirement to report the absence and the consequence of not reporting.



7.09 / Additional Compensation (Hourly Employees)

Effective: July 01, 1997 Revised: February 09, 2020

I. Policy

A. No employee should work more than their assigned time without the knowledge and prior approval of the supervisor.

B. Compensatory Time

Compensatory time is hours physically worked over 40 hours in a work week by non-exempt University employees. The extra hours worked accrue at time and a half. Compensatory time off shall not exceed a total of 60 hours at any point in time and should be used in a reasonable period of time, generally within a twelve-month period from when accrued.

C. Overtime

Overtime is hours physically worked over 40 hours in a work week by non-exempt University employees. The employee will receive compensatory time for the extra hours at time and a half unless overtime pay is approved, in advance, by the employee's budget officer.

When calculating overtime or compensatory time, fractions of hours of 15 minutes or more can be compensated for overtime and are to be reported in hundredths of hours. The following chart can be used to calculate overtime worked and to maintain an accurate daily record.

- 8 to 22 minutes = 0.25 hr
- 23 to 37 minutes = 0.50 hr
- 38 to 52 minutes = 0.75 hr
- 53 to 67 minutes = 1.00 hr

D. Extra Straight Hours

Any additional hours worked during a workweek, when paid leave is also used or a holiday occurs in the week, will be paid at the regular straight time rate. Extra straight hours can also be earned by a less than full-time employee working extra hours in addition to their scheduled workweek.

E. Shift Differential

A normal day shift will fall entirely within the hours of 7:00 a.m. and 7:00 p.m. Hourly employees who work a regularly scheduled shift of hours other than the



standard workday may be paid a shift differential of \$0.60 per hour during 2nd shift hours and \$0.75 during 3rd shift for all hours worked. Employees do not receive shift differential pay for hours credited on any type of leave or holiday.

F. Use of Compensatory Time

Use of compensatory time, as time off, is generally authorized instead of payment of overtime.

When an hourly employee is scheduled to work additional time that would result in the employee's receiving overtime compensation (provided the employee is notified in advance of the change), the supervisor may give the employee equivalent time off, on an hour-for-hour basis, in the workweek in which the additional time is worked and the time is taken at a time agreeable with the supervisor. The supervisor should grant compensatory leave on the date(s) requested unless doing so would unduly interrupt the operations of the department or unit.



7.10 / University Support Staff Classification System

Effective: July 01, 1997 Revised: June 08, 2014

I. Policy

The university support staff compensation program is based on a position classification system that provides for pay equity and market-based competitive wages and salaries. Individual positions are allocated to a job category (classification) based upon the kind and level of work assigned to the position. Each of the job classifications is assigned a salary range (grade) on the pay plan which determines the rate of pay for all positions within that classification.

When positions are reviewed, a number of factors are taken into account such as: nature (kind) of work, degree of difficulty and responsibility, diversity of work, discretionary authority, supervisory responsibility and degree of supervision received. Of equal importance are equity considerations, i.e., jobs with similar levels of responsibility tend to be classified at the same level.

A. Position Descriptions

Position descriptions are required for all university support staff positions. A position description is a written description of the duties and responsibilities assigned to a position. Position descriptions (form DA281-2) are located in the Office of Human Resources (OHR). At the time of hire, the new employee signs the position description and is given a copy. Position descriptions should be reviewed annually and updated if changes have occurred. Copies should be retained by the supervisor and employee and the original is sent to OHR.

B. Position Reclassification (Reallocation)

Reclassification may occur when the duties and responsibilities assigned to a position change substantially. This change may be the result of reorganization, new programs/functions, and/or changes that evolve over a period of time. It is the supervisor's responsibility to revise the position description when substantial changes occur.

It is important to keep in mind that it is the job which is reviewed, not the employee. Length of service, volume of work or such personal traits as exceptional qualifications, personality, financial need, relative efficiency, etc. carry no weight in determining how a job is classified.



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Reclassifications are normally implemented in June and December of each year. Requests must be received at least six weeks prior to implementation dates.

If a position is reviewed by OHR and retained (at its current level) and the supervisor and/or incumbent disagrees with this determination, an appeal may be made to the appointing authority.



7.13 / Paycheck Information

Effective: July 01, 1997 Revised: June 08, 2014

I. Policy

A. Pay Increases

Annual increases to be considered at the level at least equivalent to those given to the unclassified administration and professional staff. A portion of the salary increases will be based on merit or performance evaluations.

B. Longevity Bonuses

Longevity pay will be added to eligible employees' base salary and discontinued June 7, 2014.

C. Direct Deposit

All employees must have their paycheck sent directly to a bank or other financial institution through the use of electronic funds transfer. This service is convenient and ensures deposit of your payroll check. Authorization for direct deposit is obtained when you complete a consent form provided by the Office of Human Resources. Pay stub information is available on Self Service Banner. Employees who don't have an account with a bank or other financial institution will be automatically enrolled in the Skylight Paycard program.

D. Pay Period

Pay periods begin on Sunday and end two weeks later on Saturday. Paychecks will be issued two weeks later on Friday. If Friday (payday) is a holiday, paychecks will be issued on the closest preceding work day.