

Shawnee State University

AREA: BUSINESS AFFAIRS	POLICY NO.: 4.51 Rev.
	ADMIN. CODE: 3362-4-24
	PAGE NO.: 1 OF 4
	EFFECTIVE DATE: 2/8/02
SUBJECT: ADMINISTRATIVE APPOINTMENTS	RECOMMENDED BY:
	APPROVED BY:

1.0 INTRODUCTION

This policy describes the appointment of administrators whose positions are placed in grades 20 to 55 of the administrative classification system. It establishes the conditions of employment, which along with other relevant Board policies related to administrators, guides the conditions under which administrators are employed by Shawnee State University.

2.0 CONTINUOUS CONTRACT STATUS (CC)

An administrator is awarded a Continuous Contract status:

- 2.1 who has been employed by resolution of the Board of Trustees as recommended by the immediate supervisor, vice president, President and appropriate Board committee; and
- 2.2 who has successfully completed a probationary period of six (6) months from date of hire; and
- 2.3 whose probationary status has not been extended by recommendation of the immediate supervisor, and approval of the vice president and President.
- 2.4 An administrator, upon hire, will receive a contract signed by the appropriate vice president, Vice President of Business Affairs and President, which must be signed by the administrator and filed with the personnel office before the employment becomes official. This contract will specify the conditions of employment, including successful completion of a probationary period.
- 2.5 Employees on Continuous Contract status will, on a fiscal-year basis, receive a letter notifying them of their salary status as soon as practicable after the approval of the budget of the University by the Board of Trustees.

3.0 CONTINUOUS TEMPORARY CONTRACT STATUS (CTC)

An administrator is awarded Continuous Temporary Contract status for a set term specified in an initial contract under the conditions set forth in 2.1 through 2.5 above, but is temporary because the source of funds supporting the position is temporary.

4.0 REAPPOINTMENT TO AN AVAILABLE POSITION

- 4.1 If an employee on a Continuous Contract or a Continuous Temporary Contract status is terminated due to lack of funding, the University will consider reappointing the affected administrator, for a period of two (2) years thereafter, without a search. A decision to offer such appointment will be solely in the University's judgment.
- 4.2 Any administrator who has been terminated or placed on layoff in accordance with this policy for reasons other than performance or cause shall be vested with recall rights to the vacated position for a period of two (2) years from the date of the termination or layoff. These same administrators shall be accorded the same status as an internal applicant for any administrative opening at the University for a period of (1) year from the date of the layoff or termination. Should the same administrator be recalled to his/her previous position or hired for a new position, the administrator would not be considered to be a new hire for the purpose of this policy or any other policy or benefits, other than group medical/dental insurance, which fall under the authority of the University.

5.0 PROBATIONARY STATUS FOR NEW EMPLOYEES

A newly employed administrator (new hire) must successfully complete a probationary period as stated below before being awarded Continuous Contract or Continuous Temporary Contract status.

- 5.1 During probationary status, an administrator may be separated from the University with the following notice:
 - 5.1.1 Immediately for cause.
 - 5.1.2 Ninety (90) days due to lack of funds, lack of work, or position abolishment.
 - 5.1.3 Fourteen (14) days -for unsatisfactory performance after completion of the first half (three 3 months) of the initial probationary period.
- 5.2 After completion of the third month of employment, administrators shall receive an initial performance evaluation by their immediate supervisor.
- 5.3 During the sixth (6th) month of employment, administrators shall receive an overall performance evaluation for the period of the probation by their immediate supervisor.
- 5.4 Upon successful completion of the probationary period, the administrator will be considered to be on a continuous contract status and given written notification to that effect.

- 5.5 The immediate supervisor, with approval of the vice president and President, may extend the initial probationary status up to an additional three (3) months. A satisfactory performance evaluation and written recommendation for continuous contract status must be completed by the supervisor prior to the end of the extension for the administrator to be considered on a continuous contract.

6.0 LAYOFF/TERMINATION OF CONTINUOUS CONTRACT STATUS

6.1 Layoff due to lack of funds, lack of work

- 6.1.1 Layoff due to a lack of funds shall be supported by formal resolution of the Board of Trustees authorizing staff reductions if it appears that the unrestricted current funds projected expenses will exceed projected revenues in any fiscal year. Unrestricted current funds are defined as the educational and general fund and the auxiliary enterprises fund combined.

- 6.1.2 Layoff due to a lack of work shall be supported by a formal resolution of the Board of Trustees.

- 6.1.3 At least ninety (90) days notice, following action by the Board of Trustees, will then be given in writing to the affected employee prior to the layoff. If temporary, the notice will reflect the date of the layoff and the projected date of recall.

6.2 Termination due to reorganization

After the completion of a written plan for university-wide or departmental reorganization and its approval by the Board of Trustees, an employee's Continuous Contract status may be terminated with notification as follows:

- 6.2.1 Employees who have been under contract for a period of one (1) through (2) years shall receive a three (3) month notice of termination with reasons for termination specified in writing.

- 6.2.2 Employees who have been under contract for a period of three (3) through six (6) years shall receive six (6) months' notice of termination with reason for termination specified in writing.

- 6.2.3 Employees who have been under contract for a period of seven (7) or more years shall receive one (1) year's notice of termination with reason for termination specified in writing.

6.3 Immediate termination due to cause

- 6.3.1 The administrator has violated an official regulation or has failed to obey reasonable directions given by the supervisor when such violation or failure to obey amounts to insubordination or serious breach of discipline.

6.3.2 The administrator has been convicted of a felony or of an offense involving moral turpitude.

6.3.3 The administrator has demonstrated abusive behavior in the treatment of students, fellow employees, or other persons.

6.4 Termination due to unsatisfactory performance

When an administrator, following the procedures outlined in the Administrative Evaluation System (#4.61), is not recommended for continuation for reasons of performance, the employee will be given the following notice:

6.4.1 Employees who have been under contract for a period of one (1) through three (3) years shall receive a three (3) month notice of contract termination.

6.4.2 Employees who have been under contract for a period of three (3) or more years shall receive six (6) months notice of contract termination.

(Replacement for policies 4.51, 4.52 and 4.60)