



POLICY & PROCEDURE DOCUMENT

NUMBER: 4.2000

DIVISION: Finance and Administration

TITLE: Employment Authorization and General Working Conditions

DATE: January 3, 2000

REVISED: N/A

Policy for: All Employees

Authorized by: Director, Human Resources

I. Purpose and Scope

As an institution of higher learning, Western Kentucky University seeks to hire and promote individuals with the requisite skills and abilities necessary to assist the University in accomplishing its mission. As governing authority and advisory council over Western Kentucky University's goals, initiatives and operations, the Board of Regents must receive recommendation of and subsequently approve all offers of employment on behalf of the University.

II. Policy

A. Employment Authorization

1. The Western Kentucky University Board of Regents has sole power and authority to employ the President and all other employees. No official or representative of Western Kentucky University, other than the Board of Regents, has authority to enter into any agreement for employment. The University President is authorized to extend good faith offers of employment to prospective employees contingent upon subsequent approval by the Board. Employment recommendations shall be made to the Board following prescribed procedures.
2. Except where specific rules are provided to the contrary, as in the case of employees holding academic rank, employment with Western Kentucky University is for no definite period of time. Employment with Western Kentucky University may be terminated with or without cause, and without notice, at any time, at the option of either the University or employees.

B. General Working Conditions

1. The official workweek for full-time employees is established at thirty-seven and one-half (37.5) hours per week which equates to nineteen hundred and fifty (1,950) hours per year. A workweek begins at 12:01 a.m. on Monday and ends at 12:00 midnight on the following Sunday.
2. Supervisors/department heads are authorized to establish working schedules for employees consistent with requirements for efficient operations. Employees shall be expected to work the specific times, hours, and days as required by their employing unit/department, including overtime when requested.
3. Employees may hold full-time nine (9) month, ten (10) month, eleven (11) month, or twelve (12) month positions. The established number of working days for a twelve (12) month employee is 260 days. For positions less than twelve (12) months, the established number of working days is proportional to the employment period.
4. Alternative work schedules and working conditions which fall outside this policy shall be approved through divisional administrative channels and by the Director of Human Resources.

III. Procedure

Department/Unit Head(s) should follow current processes for conducting searches; recruiting and documenting formal candidate approval requests as established by Personnel Processing Procedures.

IV. Exclusions

Temporary Employees with Employment Periods of Less Than Six Months and Student Employees

V. Related Policies

See also: 4.2201 *Recruitment and Selection*

VI. Reason for Revision

Appendices: Kentucky Revised Statute 164.360
Bylaws of the Board of Regents—Western Kentucky University Article I Section F