

Shawnee State University

POLICY TITLE:	ADMINISTRATORS AND ATSS EMPLOYMENT ACTIONS
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RESPONSIBLE OFFICER(S):	DIRECTOR HR, VPF&A
APPROVED BY:	BOARD OF TRUSTEES

1.0 INTRODUCTION AND SCOPE

- 1.1 This policy addresses employment actions and performance evaluations applicable to administrators and administrative technical support staff (ATSS).
- 1.2 This policy does not apply to executive administrators who have an executive employment agreement with the University.

2.0 DEFINITIONS

- 2.1 Administrators are those employees who are assigned professional, managerial, and/or supervisory responsibilities as described in an approved job description. Administrators are generally paid on a salaried basis, with assigned duties that may be exempt from (not governed by) the Fair Labor Standards Act (FLSA) overtime payment rules, and are not under a collectively bargained agreement
- 2.2 Executive administrators are senior level administrators which include vice presidents, deans, and the general counsel.
- 2.3 Administrative Technical Support Staff (ATSS) includes employees typically paid on a per-hour basis (but can be paid on a salaried basis), assigned confidential and/or other duties exempt from (not governed by) provisions of ORC 4117 and are subject to FLSA overtime rules.

3.0 CONTRACT STATUS

- 3.1 Administrators who are employed in positions funded by a source other than grants and/or “soft” or external sources and with undefined contract durations shall be eligible for continuous contract status upon successful completion of a probationary period.
- 3.2 Administrators who are employed in positions funded by grants and/or “soft” or external sources shall be hired for a defined contract period. Such employees must successfully complete a probationary period.

3.3 Contracts are not required for the hiring of administrative technical support staff (ATSS). Such employees must successfully complete a probationary period.

4.0 ESTABLISHMENT OF EMPLOYMENT

4.1 Employment is established for administrators when the Department of Human Resources receives the signed offer letter/contract from the prospective employee.

4.2 Employment is established for ATSS when a prospective employee acknowledges in writing the acceptance of a written offer.

5.0 PROBATIONARY PERIODS

5.1 Newly hired Administrators and ATSS are required to successfully complete an initial six (6) month probationary period.

5.2 A probationary period shall be established for continuing employees (after completion of new-hire probation) if subject to a Performance Improvement Plan (PIP). The length of a probationary period will be determined in accordance with procedures for this policy.

6.0 NEW-HIRE PROBATIONARY EVALUATION

6.1 Newly hired Administrators and ATSS must complete a six (6) month new-hire probationary period and receive a rating of “meets basic expectations” or higher to be eligible for continued employment.

6.2 Procedures will be established for the evaluation of performance during the new-hire probationary period.

7.0 ANNUAL PERFORMANCE EVALUATION

7.1 Upon completion of the new-hire probationary evaluation, Administrators and ATSS will receive performance evaluations from their immediate supervisors at least annually.

7.2 Supervisors are required to follow procedures that are created for conducting annual performance evaluations as set forth in the Procedures for Administrators and ATSS Performance Evaluations and Performance Improvement Plan (PIP).

8.0 PERFORMANCE IMPROVEMENT PLAN (PIP)

8.1 A written performance improvement plan (PIP) may be initiated at any time. Upon the initiation of a PIP, the employee’s performance rating will be identified as “does not meet basic expectations.”

- 8.2 Prior to the initiation of a PIP, the Administrator who is responsible for the PIP should demonstrate, in writing, that steps have been taken to correct performance related issues, i.e., coaching, mentoring, formal warning.
- 8.3 Failure to meet basic expectations that are established in a PIP by the end of the probationary period may result in the termination of employment with the University. The process related to the unsuccessful completion of a PIP will be defined in the Procedures for Performance Evaluation and Performance Improvement Plans (PIP).

9.0 REDUCTION IN FORCE

- 9.1 Should the President determine that a reduction in force is necessary, notification to affected administrators and ATSS shall be as follows:
 - 9.1.1 Employees with up to three (3) years of service will receive thirty (30) days written notice.
 - 9.1.2 Employees with service of three (3) years or more will receive ninety (90) days written notice.
- 9.2 Administrators employed under Defined Period Contracts and ATSS in positions funded by grants “soft” or external sources shall continue employment for the defined contract period or until funding is discontinued. Where possible in such cases, advance notification of the discontinuation of employment will be provided.
- 9.3 Unsatisfactory performance issues shall be managed separately from the reduction in force process.
- 9.4 During any reduction in force, attempts will be made to reassign affected employees to other open positions for which they are qualified.

10.0 REAPPOINTMENT

- 10.1 If an Administrator or ATSS is terminated due to a reduction in force, the affected person will be eligible for automatic reappointment to the exited position should it become available within a period of two (2) years from the date of the force reduction. The decision to fill a position that has been eliminated through a reduction in force will be at the sole discretion of the University.
- 10.2 If reappointed under this Section, an Administrator or ATSS will be reinstated at his/her prior employment status as governed by existing University policies.

11.0 ADMINISTRATIVE LEAVE

- 11.1 When the need for an investigation or assessment of an incident involving an Administrator or ATSS is required, an administrative leave with pay may be implemented upon the recommendation of the Director of Human Resources and the approval of the appropriate Vice President and/or the President.
- 11.2 Access to University facilities and resources will be restricted or denied while placed on an administrative leave unless otherwise authorized by the Director of Human Resources.

12.0 CORRECTIVE ACTION AND TERMINATION FOR CAUSE

- 12.1 Corrective action, when necessary, shall be reasonable and commensurate with the offense and may include but not be limited to a letter to the personnel file, unpaid suspension, and/or termination of employment.
- 12.2 With the approval of the President or designee, an Administrator or ATSS may be terminated immediately for cause for reasons that include but not limited to:
 - 12.2.1 Violation of an official regulation or failure to obey reasonable directions given by a supervisor when such violation or failure to obey amounts to insubordination or a serious breach of University policies and/or work rules or puts the University and/or its employees and students at serious risk.
 - 12.2.2 Conviction of a felony or of an offense involving moral turpitude.
 - 12.2.3 Demonstration of abusive or threatening behavior in the treatment of students, fellow employees, or other persons.

13.0 PROCEDURES

Procedures for the completion of performance evaluations (new-hire and annual) and performance improvement plans (PIP) will be detailed in the accompanying Procedures for Performance Evaluations and Performance Improvement Plan – Administrators and ATSS.

History

Effective: 08/13/93

Revised: 12/18/15; 01/20/12; 02/08/02

Applicable Procedures: [4.51:1 Performance Evaluations and Performance Improvement Plan \(PIP\)](#)
[4.51:2 New Hire Probationary Status](#)