

PART 6. PERSONNEL POLICIES

SUBPART 6-0 SCOPE AND DEFINITIONS

Scope. This part of the Board of Trustees Policies applies to all employees of Ferris State University unless otherwise stated or defined. If any part of these policies conflicts with or is different from a collective bargaining agreement between the University and a recognized Ferris State University collective bargaining unit, the collective bargaining agreement shall control. This subpart revokes and supersedes any prior personnel policies and tenure policies applicable to employees of the University and may only be revoked or amended by action of the Board.

Sec. 6-001. Definitions. The following definitions are applicable for purposes of Part 6.

(1) **Part-Time Employee.** An individual who is hired to work a regular schedule of not more than 32 hours in a work week.

Cross Reference:

Human Resources Policies and Procedures, *Part-Time Employment*

(2) **Full-Time Employee.** An individual who is hired to work 40 hours or more per week.

(3) **Temporary Employee.** An individual who is employed on a part-time or full-time basis whose assignment is for a specific, temporary, period of time.

Cross Reference:

Human Resources Policies and Procedures, *Temporary Employees*

(4) **Administrative Employee.** The term “administrative employee” means employees who are in full-time, non-teaching, non-bargaining unit positions, and who have the title of Provost, Vice President, Associate Vice President, Assistant Vice President, Chancellor, Vice Chancellor, President of the University’s Kendall College of Art & Design, Chief Diversity Officer, Dean, Associate Dean, Assistant Dean, Department Head, Director, Assistant Director, Associate Director, Program Director, General Counsel, Deputy General Counsel, Assistant General Counsel, Assistant to the President, Executive Secretary to the President, Secretary to the Board of Trustees, Coach, and Hall Director.

Prior Board Action:

May 1, 2007.

July 6, 2007.

November 7, 2008.

(5) Support Employees. The term “support employee” means employees who are in full-time, non-teaching, non-bargaining unit, positions that are not identified as administrative positions.

(6) Bargaining Unit Employee. The term “bargaining unit employee” means employees who are employed in a recognized bargaining unit position as defined in an applicable bargaining unit agreement between the University and a recognized Ferris State University bargaining unit.

(7) At Will. The term “at will” means that an employee may terminate his/her employment at any time with or without notice, and with or without reason. Similarly, the University has the same right to end an employee’s employment with the University with or without notice and with or without reason.

(8) Just Cause. The term “just cause” means termination for a substantial reason, such as but not limited to, incompetence, malfeasance, nonfeasance, misfeasance, moral turpitude, theft, dishonesty, conviction of a crime, violation of a University rule or policy, failure or inability to correct unsatisfactory performance or conduct promptly, excessive absenteeism, or any conduct which the President determines does or may materially adversely affect the University’s programs, activities or operations.

Prior Board Action:

February 13, 1999.

October 11, 2002.

(9) Business and Economic Reasons. The term “business and economic reasons” means termination for reasons including but not limited to, poor economic conditions, technological developments, operational changes, reorganization, elimination or transfer of operations, elimination or transfer of jobs, reductions in hours or changes in job qualifications. In all such cases, the University will determine within its sole judgment and discretion what work is available and how many employees in each classification and department are needed to do that work. Decisions concerning these matters are not subject to challenge or review through the Termination Appeal Procedure or otherwise, except as provided in Sec. 6-110(6).