

**SUBPART 6-15**  
**KENDALL COLLEGE OF ART AND DESIGN OF FERRIS STATE UNIVERSITY**

**Subpart 6-15. Scope of this Subpart.** Part 6 *Scope* shall be applicable to employees of the Kendall College of Art and Design of Ferris State University (“KCAD-FSU”).

**Section 6-15001. Definitions.** Section 6-001 shall be applicable to employees of KCAD-FSU.

**6-151**  
**EMPLOYMENT POLICY**

**Sec. 6-15101. Statement of Principles.** Section 6-101 shall be applicable to employees of the Kendall College of Art and Design of Ferris State University (“KCAD-FSU”).

**Sec. 6-15102. Equal Employment Opportunity.** Section 6-102 shall be applicable to employees of KCAD-FSU.

**Sec. 6-15103. Authority Retained by the Board.** Section 6-103 shall be applicable to employees of KCAD-FSU.

**Sec. 6-15104. Authority to Hire Employees.** Section 6-104 shall be applicable to employees of KCAD-FSU.

**Sec. 6-15105. Requirement That There Be a Sufficient Unencumbered Balance.** Section 6-105 shall be applicable to employees of KCAD-FSU.

**Sec. 6-15106. Requirement of Board Approval Before Exceeding Established Staffing Level.** Section 6-106 shall be applicable to employees of KCAD-FSU.

**Sec. 6-15107. Prior Notification to Board Regarding Nominees for Vice Presidential Appointments.** Section 6-107 shall be applicable to employees of KCAD-FSU.

**Sec. 6-15108. Authority to Take Corrective Action with Employees.** Section 6-108 shall be applicable to employees of KCAD-FSU.

**Sec. 6-15109. Authority to Terminate Employment.** Section 6-109 shall be applicable to employees of KCAD-FSU.

**Sec. 6-15110. Policy in Regard to Continuation of Employment.**

1) Except for those employees covered by a collective bargaining agreement or other written employment agreement, all employees of Kendall College of Art and Design of Ferris State University are considered "at will" employees. As such, employees are not under any express or implied contract of employment for either a definite or indefinite length of time. The Kendall College of Art and Design of Ferris State University and the employee each have the

right to terminate employment at any time, with or without cause, and with or without notice. This right may be exercised by either party in its discretion.

**Sec. 6-15111. Requirement of Board Approval for Collective Bargaining Agreements or Individual Employment Contracts.** Section 6-112 shall be applicable to employees of KCAD-FSU.

## 6-152 HIRING POLICY

**Sec. 6-15201. Statement of Principles.** Section 6-201 shall be applicable to employees of KCAD-FSU.

**Sec. 6-15202. Moving Expenses.** Section 6-202 shall be applicable to employees of KCAD-FSU.

## 6-153 PERSONNEL TRANSACTIONS, CAREER DEVELOPMENT, APPRENTICESHIP PROGRAM, INTERIM ASSIGNMENTS, AND MODIFICATION OF WORK ASSIGNMENTS

**Sec. 6-15301. Statement of Principles.** Section 6-301 shall be applicable to employees of KCAD-FSU.

**Sec. 6-15302. Combined Personnel Transactions.** Section 6-302 shall be applicable to employees of KCAD-FSU.

**Sec. 6-15303. Promotions/Job Transfers for Administrative Support Positions.** Section 6-303 shall be applicable to employees of KCAD-FSU.

**Sec. 6-15304. Apprenticeship Program.** Section 6-304 shall be to employees of KCAD-FSU.

**Sec. 6-15305. Interim Assignments.** Section 6-305 shall be applicable to employees of KCAD-FSU.

**Sec. 6-15306. Exceptions.** Section 6-306 shall be applicable to employees of KCAD-FSU.

## 6-154 NEPOTISM AND FAVORITISM

**Sec. 6-15401. Employment of Family Members.** Section 6-401 shall be applicable to employees of KCAD-FSU.

**6-155**  
**LEAVES OF ABSENCE**

**Sec. 6-15501.**     **General Provisions Relating to Leaves of Absence.** Section 6-501 shall be applicable to employees of KCAD-FSU.

**Sec. 6-15502.**     **Types of Leaves of Absence.** Section 6-502 shall be applicable to employees of KCAD-FSU.

**6-156**  
**POLITICAL ACTIVITY**

**Sec. 6-15601.**     **Statement of Principles.** Section 6-601 shall be applicable to employees of KCAD-FSU.

**Sec. 6-15602.**     **Conflict Between Political Activities and Obligations to the University.** Section 6-602 shall be applicable to employees of KCAD-FSU.

**6-157**  
**SICK/SHORT-TERM DISABILITY LEAVE, FUNERAL LEAVE,  
VACATION, AND HOLIDAYS**

**Sec. 6-15701.**     **Accrual and Use of Sick/Short-term Disability Leave.** Section 6-701 shall be applicable to employees of KCAD-FSU.

**Sec. 6-15702.**     **Funeral Leave.** Section 6-704 shall be applicable to employees of KCAD-FSU.

**Sec. 6-15703.**     **Vacation.** Section 6-705 shall be applicable to employees of KCAD-FSU.

**Sec. 6-15704.**     **Holidays With Pay.** Section 6-706 shall be applicable to employees of KCAD-FSU.

**Sec. 6-15705.**     **Jury Leave.** Section 6-707 shall be applicable to employees of KCAD-FSU.

**Sec. 6-15706.**     **Military Duty Pay.** Section 6-708 shall be applicable to employees of KCAD-FSU.

**Sec. 6-15707**     **Paid Personal Days.** Section 6-703 shall be applicable to employees of KCAD FSU.

*Prior Board Action:*

May 7, 2021.

**6-158**  
**INSURANCES**

**Sec. 6-15801. Group Health, Dental and Vision Coverage.** Section 6-801 shall be applicable to employees of KCAD-FSU.

**Sec. 6-15802. Group Term Life Insurance and Long-Term Disability Plan.** Section 6-802 shall be applicable to employees of KCAD-FSU.

**6-159**  
**MEDICAL EXAMINATIONS**

**Sec. 6-15901. Required Examinations – President, Vice Presidents, and Academic Deans.** Section 6-901 shall be applicable to employees of KCAD-FSU.

**Sec. 6-15902. Other Required Examinations.** Section 6-902 shall be applicable to employees of KCAD-FSU.

**Sec. 6-15903. Costs and Purposes of Examinations.** Section 6-903 shall be applicable to employees of KCAD-FSU.

**6-1510**  
**TUITION BENEFITS**

**Sec. 6-151001. Tuition Benefits for Full-time Employees.**

(1) Full-time employees may upgrade their skills by taking Kendall College of Art and Design and/or Ferris State University credit and/or non-credit courses per semester at the University when such courses do not interfere with regular work assignments, provided they have satisfied course prerequisites, that space is available, that there is sufficient enrollment to hold the course, provided that a paying student is not displaced, and when appropriate administrative approval is obtained prior to such enrollment in courses.

(2) Tuition charges for such courses will be waived up to a maximum value as determined by the Chancellor or his or her authorized designee, provided that the employee continues active full-time employment throughout the term. The waiver extends only to tuition costs, and does not include other fees, books, etc.

(3) The tuition assistance benefit must be used within a specified semester. No carry-over or accumulation of the benefit will be permitted.

*Prior Board Action:*

March 24, 2006.

**Sec. 6-151002. Tuition Benefits for the Spouse and/or Dependents of Eligible Employees.**

(1) Subject to the provisions of this section, the spouse and/or dependents (as described

in Sec. 6-151002(3)(a) and (b)) of an employee who is eligible for tuition benefits under Sec. 6-151001(1) to 6-151001(3) (an "eligible employee") may receive a tuition waiver of up to a maximum value as determined by the Chancellor or his or her authorized designee to be applied to Kendall College of Art and Design and/or Ferris State University credit and/or non-credit courses per semester at the University, provided they have satisfied course prerequisites, that space is available, that there is sufficient enrollment to hold the course, and provided that a paying student is not displaced. The maximum value as determined by the Chancellor or his or her authorized designee is per family (including any benefit used by the eligible full-time employee). The spouse and/or dependent children are responsible for paying all course and student fees.

(2) Until the end of the summer semester 2005, and subject to the provisions of this section, the spouse and/or dependents (as described in Sec. 6-151002(3)(a) and (b)) of an employee who is eligible for tuition benefits under Sec. 6-151001(1) to 6-151001(3) (an "eligible employee") who were enrolled at Kendall College of Art and Design as of September 6, 2000, will continue to be able to attend any Kendall College of Art and Design course (credit or non-credit) tuition free, provided they have satisfied course prerequisites, that space is available, that there is sufficient enrollment to hold the course, and provided that a paying student is not displaced. The spouse and/or dependent are responsible for paying all course and student fees. Applicants for tuition waiver under this provision must complete the Federal Financial Aid Form (FAF) to determine eligibility for financial assistance.

*Prior Board Action:*

March 24, 2006.

## **6-1511 RETIREMENT**

**Sec. 6-151101. Retirement Plans.** Section 6-1101 shall be applicable to employees of KCAD-FSU.

**Sec. 6-151102. Notice of Retirement.** Section 6-1102 shall be applicable to employees of KCAD-FSU.

**Sec. 6-151103. Emeritus Policy.** Section 6-1103 shall be applicable to employees of KCAD-FSU.

## **6-1512 CONSULTING ACTIVITIES**

**Sec. 6-151201. Outside Consulting Activities.** Section 6-1201 shall be applicable to employees of KCAD-FSU.

**Sec. 6-151202. Scope of this Subpart.** Section 6-1202 shall be applicable to employees of KCAD-FSU.

**6-1513**  
**EXERCISE OF RIGHTS AS CITIZENS**

**Sec. 6-151301. Rights as Citizens.** Section 6-1301 shall be applicable to employees of KCAD-FSU.

**6-1514**  
**EMPLOYEE AND STUDENT DIGNITY**

**Sec. 6-151401. Employee and Student Dignity.** Section 8-701 shall be applicable to employees of KCAD-FSU.

**Sec. 6-151402. Consensual Relationships Between University Employees and Between University Employees and Students.** Section 8-702 shall be applicable to employees of KCAD-FSU.

**Sec. 6-151403. Importance of Free and Open Discussion.** Section 8-703 shall be applicable to employees of KCAD-FSU.

**6-1515**  
**TAX SHELTERED ANNUITY PROGRAM**

**Sec. 6-151501.** Kendall College of Art & Design of Ferris State University offers a tax-sheltered annuity program to eligible employees. Eligible employees who elect to participate may make voluntary monetary contributions on a pre-tax basis through the payroll process.

*Prior Board Action:*

Entire Subpart added February 26, 2005.