

Applies to: Faculty, staff

Responsible Office

Human Resources

POLICY STATEMENT

College employees are appointed based on qualifications, position requirements and the employing unit’s business need. Appointment type and FTE determine eligibility for benefits. Reemployment after retirement or separation is not an entitlement.

Purpose of the Policy

To assure college employees are appointed based on qualifications, position requirements, and the employing unit’s business needs.

Definitions

| Term | Definition |
|-----------------------------|--|
| Full-time equivalency (FTE) | The percentage of full time (40 hours per workweek) worked during the period covered by a given appointment (for example, 10% FTE equals four hours of work per workweek). |
| Regular appointment | An appointment may be unclassified support staff, administrative and professional, or faculty. Unclassified appointments may be full- or part-time at any percentage of full-time equivalency (0 to 100% FTE). All unclassified appointments are at-will. Regular faculty appointments are full-time only and are subject to the policies outlined in the collective bargaining agreement. |
| Seasonal appointment | Regular staff employment where the service recurs for a specified period during a particular time of the year. |
| Reduced appointment | Regular appointment in which the employee works less than 12 months with pay and benefits distributed over 12 months. Primarily used for reduced staffing during the summer months. |
| Temporary appointment | An appointment for which the employment relationship between the college and the employee is intended for a specific, designated period of time. <ol style="list-style-type: none"> 1. Temporary appointments to an unclassified position should not exceed 12 months, except in the case of intermittent appointments. 2. Examples of other appointments considered temporary include all student positions, emeritus staff, and part-time faculty. |
| Intermittent appointment | A temporary appointment that serves at the discretion of the appointing authority and where the employee works irregular hours or days on an as-needed basis. The employee works a total of less than 50% FTE over the appointment year. |
| Term appointment | An unclassified appointment for which the employment relationship between the College and the employee is intended for a designated period of time normally greater than one year but less than three years. |

Policy Details

- I. Multiple appointments
Employees may be appointed to multiple positions within the college on an ongoing or temporary basis.
- II. Retiree reemployment eligibility
 - A. Employees who retire from the college through a state retirement system or the Alternative Retirement Plan (ARP) may be reappointed to the exact same position held immediately prior to retirement at the discretion of the college and consistent with bargaining unit contracts. The following conditions apply:

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1. A full two calendar month break in employment is required unless the employee previously accepted a separation incentive or participated in a phased retirement program in which case the terms of the incentive or program apply.
 2. Staff may return in temporary, term or regular positions. Faculty may return in temporary or term positions.
 3. May return at a salary of up to 75% of their salary upon retirement.
 4. The salary cannot be adjusted until such time that the college is administering annual merit increases and should be in line with an increase that would be appropriate based on performance and the college aggregate.
 5. ARP participants need to check with their vendor to determine whether their separation from the college is a distributable event.
- B. Employees who retire from the college through a state retirement system or the ARP are eligible to be hired into a *college position other than the one held immediately prior to retirement*, in accordance with Recruitment and Selection, Policy 2.7.10.pdf apply:
1. A full two calendar month break in employment is required unless the employee previously accepted a separation incentive or participated in a phased retirement program in which case the terms of the incentive or program apply.
 2. May be hired into temporary, term or regular staff positions.
 3. Pay should be according to the posted target hiring range.
 4. ARP participants need to check with their vendor to determine whether their separation from the college is a distributable event.
- C. Ohio Public Employees Retirement System (OPERS) retirees who retire from the college may not receive OPERS benefits and work as an independent contractor for any period of time for the college. This prohibition is applicable regardless of the number of hours or days actually worked. Additional information is available from OPERS.
- D. STRS members cannot return as independent contractors at any time in an STRS-qualified position. Additional information is available by calling STRS.
- E. The college may choose to implement alternative arrangements from those specified in this policy in support of specific initiatives with the prior approval of the Office of Human Resources.
- F. The terms of a separation incentive program or phased requirement agreement determine the eligibility for rehire of employees who voluntarily leave the college under such a program.
- III. Benefits program eligibility
- A. Eligibility for participation in a particular benefit program is dependent upon the appointment category and full time equivalency (FTE) of appointment. Refer to Employee Benefit Program Eligibility Chart.
- B. Benefit eligibility for multiple appointments
1. When multiple appointments offer different benefit programs, the regular appointment controls the benefit package and the employee is eligible for the program with the greatest overall benefit package.
 2. When combining regular appointments, the FTE percentages are summed in order to offer the appropriate benefit program and withhold the appropriate premium-share amount from the employee's pay.
 3. When combining regular and temporary appointments, the FTE percentages are not summed. The benefit program offered is associated with the regular appointment.
 4. When combining temporary appointments, the FTE percentages are not summed. The benefit program offered is associated with the temporary appointment that offers the greatest overall benefit package.

PROCEDURE

- I. Only an authorized college administrator can make an offer of employment.
- II. Offers of employment should be confirmed in writing and signed by the director, human resources or designee.

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III. Faculty appointments are subject to the recommendation of the Chief Academic Officer and the Vice President for Institutional Planning and Human Resources Development.

IV. For additional procedural information contact the Office of Human Resources.

Responsibilities

| Position or Office | Responsibilities |
|--|--|
| Authorized college administrator | Make offers of employment. |
| Director, human resources | Confirm offers of employment in writing. |
| Provost, and director, human resources | Recommend faculty appointments. |
| Returning retiree | Check with ARP vendor, if applicable, to determine whether their separation from the college is a distributable event. |

Resources

- [Benefits information](#)
 - [Ohio Public Employees Retirement System \(OPERS\)](#)
 - [State Teachers Retirement System \(STRS\)](#)
- [COTC Faculty Contract](#)
- [COTC Policy 2.2.05 Student Employment](#)
- [COTC Policy 2.7.10 Recruitment and Selection](#)
- [Fair Labor Standards Act](#)

Contacts (required)

| Subject | Office | Telephone | E-mail/URL |
|------------------|--|--------------|---|
| Human Resources | 1179 University Dr Founders Hall Ste 1014 | 740-366-9367 | http://www.cotc.edu/depts/Pages/Office-of-Human-Resources.aspx |
| Academic Affairs | 1179 University Dr Hopewell Hall | 740-364-9543 | |

History

Issued: 02/02/2005
 Revised: 12/01/2008
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