



Employment Policies for Staff (Administrative and Hourly) PER 9.0 Human Resources

Policy Type: Administrative

Applies to: Administrative staff, salaried staff and hourly staff

POLICY DATES

Issued:

Revised: August 2023

Edited:

Reviewed: August 2024

This handbook ([Employment Policies for Staff](#)) is designed to give each Administrative and Hourly Staff member a better understanding of the employment policies that apply to the all staff of University of Mount Union. These policies are intended to be fair and are in compliance with federal, state and local regulations. The Office of Human Resources must authorize all policy changes. Administration of employment policies and practices will be based upon this handbook. Administrative and Hourly Staff are encouraged to read this handbook and discuss any portion with the Office of Human Resources. It is not the intent of this handbook to be all-inclusive. More detailed information can be obtained from the Office of Human Resources. It is the hope that each member of the Administrative and Hourly Staff will find a satisfying experience at the University of Mount Union.

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Definitions

Term	Definition
Administrative Staff Member	Full-time - All Mount Union Exempt professional office staff who regularly works at least 36 hours per week on a 10, 11 or 12- month basis. Part-time - Mount Union Exempt professional office staff that regularly works less than 36 hours per week on a 10, 11 or 12-month basis, or is so defined by their offer letter or annual letter of compensation.
Hourly Staff Member	Full-time - All Mount Union employees who regularly work at least 36 hours per week on a 10, 11, or 12-month basis. Part-time -All Mount Union employees who regularly work less than 36 hours per week on a 10, 11 or 12-month basis, or is so defined by their offer letter or annual letter of compensation.

Responsibilities

Position or Office	Responsibilities
Human Resources	Questions and Information

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Applies to: Faculty, staff, student employees, students, and volunteers

Resources

[Employment Policies for Staff](#)

Contacts

Subject	Office	Telephone	E-mail/URL
Director of Human Resources	Office of Human Resources	330-829-6560	humanresources@mountunion.edu

History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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