



Employment Policies Handbook for Faculty

PER 10.0

Human Resources

Policy Type: Administrative
 Applies to: Faculty, Professors, Instructors, and Lecturers

POLICY DATES

Issued:
 Revised: January 2024
 Edited:
 Reviewed:

This handbook ([Employment Policies Handbook for Faculty](#)) is designed to give each faculty member a better understanding of the employment policies that apply to the faculty 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. Faculty 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 regarding other employee or University policies. It is the hope that each member of the faculty will find a satisfying experience at the University of Mount Union.

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Definitions

Term	Definition
Definition of Faculty	Faculty includes all University of Mount Union Professors, Professor in Residence and Professor Emeritus, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, Associate Professors, Assistant Professors, Instructors, and Lecturers. The policies in this Employment Policies Handbook for full-time faculty will also apply to full-time athletic coaches who do not have faculty rank or status.
Full-time	University of Mount Union faculty who are assigned to regular full time positions as defined by their faculty contract.
Part-time/adjunct	University of Mount Union faculty who are identified in their contracts as part time Faculty and work the hours as so defined by their offer letter or annual contract.
Retired	Any former faculty member who is so classified by University of Mount Union according to the Employee Handbook.
Interim Faculty	Are those persons who are employed to substitute during the time, which a full time faculty member is on sabbatical leave or other leave of absence.
Dependent	(a) A Faculty member's spouse, as recognized by law; (b) A Faculty member's unmarried child (including stepchild or legally adopted child classified as a dependent for IRS purposes) under age 19. (See dependent tuition sections for more details.)
Exempt	Faculty members are excluded from overtime compensation.
Immediate Family	For funeral leave purposes immediate family is defined as: spouse, domestic partner (as established through University policy), child, parent, sibling, grandparent, grandchild, father-in-law, mother-in-law, current stepparent or stepchild.

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Near Relative	For funeral leave purposes near relative includes nieces, nephews, uncles, aunts, brother-in-law, sister-in-law, daughter-in-law, son-in-law, and your spouses' grandparents
Year	Academic year - Is the period August 1 through May 31. Calendar Year - Is the period January 1 through December 31. Fiscal Year - Is the period July 1 through June 30.

Policy Details

Responsibilities

Position or Office	Responsibilities
Human Resources	Questions and information

Resources

[Employment Policies Handbook for Faculty](#)

Contacts

Position	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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