

Title: #IV-9A. Eligibility for Benefits

Date: March 17, 2025 (Replaces version dated February 12, 2002)

To be eligible for benefits, a person must be termed a "full-time employee" according to the definition in HEPC [Series 8](#).

A non-faculty person is eligible for benefits when employment is for an average of twenty hours per week on a regular and continuing basis and "for a minimum total of 1,040 hours" per year. A faculty member is eligible for benefits when employment is on at least a nine-month contract basis for no less than six semester credit hours teaching per semester or the equivalent in teaching, research, public service and/or administrative responsibilities. Excluded from eligibility are persons who are in positions which are part-time temporary or part-time regular.

Employees who do not meet the requirements for full-time status under HEPC [Series 8](#) shall be paid only for hours worked. They shall not receive pay for holidays, accrue sick or annual leave. They are not eligible to participate in the retirement program nor any of the optional benefit plans.

Mandatory benefits for all eligible employees:

- Annual leave, at a rate appropriate to the position HEPC [Series 38](#)). If an eligible employee's workload is fewer than 37 1/2 hours per week, accrual is pro-rated.
- Sick leave, at a rate of 1.5 days per month for full-time non-faculty staff and 12-month faculty employees. If an eligible employee's workload is fewer than 37 1/2 hours per week, accrual is pro-rated.
- Retirement program, by participation in either the West Virginia Teachers Retirement System Defined Benefit or TIAA/CREF. (The Teachers Retirement System is no longer open to new employees.)
- Holidays

Optional benefits for eligible employees include:

- West Virginia Public Employees Insurance (Basic life insurance, major medical, and hospitalization; optional life and accidental death and dismemberment insurance; dependent life and accidental death and dismemberment insurance)
- Voluntary benefits from Mountaineer Flexible Benefits (Medical expense flexible spending account, dependent day care flexible spending account, dental, vision, long-term and short-term disability, group legal plan, accident, hospital indemnity, critical illness, and hearing insurance)
- Supplemental Retirement Account
- Various other forms of leave as described in Answer Book IV-25 Employee Leave