



OLD DOMINION UNIVERSITY

University Policy

Policy #6130
POLICY FOR DIRECT EMPLOYMENT OF WAGE EMPLOYEES

Responsible Oversight Executive: Vice President for Human Resources
Date of Current Revision or Creation: February 22, 2019

A. PURPOSE

The purpose of this policy is to provide a means for department 0j04 90 513DC -c4.02 -14(r)-2.8 (t)42 require a classified employee

AUTHORITY

Code of Virginia Section 23-1301, as amended

_____, grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 6.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

[Restructured Higher Education Financial and Administrative Operations Act \(Chapter 0 of Title 23.1 of the Code of Virginia, as amended\)](#)

as having signature authority and financial management responsibility for a specific budget code.

Direct Hire- The employment of an individual in a wage position by the provisions of the Virginia Personnel Code (with the exception of the provisions for hourly employees.) Wage employees have no set work schedule; they are not required to work a particular daily or weekly work schedule; they are not required to work a set number of hours and may be terminated at any time. Wage employees are not eligible for a merit increase on average and only 1500 hours between March 1st and April 30th. The maximum of 1500 hours is before April 30th of the following year.

H. RESPONSIBILITY OFFICER

Human Resources Staffing & Operations Manager

I. RELATED INFORMATION

[University Policy 6020 Recruitment/Selection Process for Classified and Wage Employees](#)
[Old Dominion University Department of Human Resources Direct Hire Process](#)
[Request to Establish/Change a Hourly Position](#)

POLICY HISTORY

Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Pamela Harris February 12, 2019
Responsible Officer Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks October 23, 2018
Chair, Policy Review Committee (PRC) Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ September Sanderlin February 13, 2019
Responsible Oversight Executive Date

University Counsel Approval to Proceed:

/s/ R. Earl Nance February 21, 2019
University Counsel Date

Presidential Approval:

/s/ John R. Broderick February 22, 2019
President Date

Policy Revision Dates: December 1, 1988; October 2, 2009; September 28, 2011 (Interim Policy); June 13, 2012; February 22, 2019

Scheduled Review Date: February 22, 2024