

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 402.3

Title Support Staff

Change of Employment Status

Employment status shall be the primary determining factor as to eligibility for employee benefits.

If employee status is changed from temporary to limited part-time, part-time or full-time, eligibility for applicable benefits will be effective on the date of the status change or after the required waiting period if appropriate.

If employee status is changed from full-time, part-time or limited part-time to temporary, eligibility for applicable benefits will end on the effective date of the change or at the end of the period for which a premium has been paid, whichever occurs first.

Any other combinations of employment status change shall likewise become effective as of the date of the status change. Employment status changes shall be initiated by the employee's supervisor, be endorsed by any succeeding and appropriate levels of authority, and be approved by the Board of Directors.

Employees who wish to resign may do so at any time by filing a written resignation with the Secretary of the Board. The resignation will be deemed to be accepted by the Board on the date that it was filed with the Secretary of the Board.

Date of adoption 11/17/86

Legal Reference: (Code of Iowa)

Date of last revision 10/11/99

Date of current revision 10/11/04

Related Administrative Procedures and Cross References _____

