

## **DESIGNATION OF NON-CLASSIFIED CRITICAL RETENTION POSITIONS**

State law permits the public colleges and universities to employ up to ten percent of their full-time (benefits earning) employees as non-classified, policy-making employees. Institutions are also permitted to employ up to an additional ten percent as critical-retention, non-classified employees. Critical retention status is usually associated with the determination that market conditions will not permit the filling of a vacancy or retention of an incumbent at a salary that would be within the confines of the existing staff position classification system. Critical retention designations must be approved by the Board of Governors under the statute.

Shepherd University presently has 370 full-time employees, permitting up to 37 in each category. Of 60 non-classified employees, 25 are currently in position titles designated as critical retention.

The existing job titles in critical retention status are:

Associate Director of Residence Life (2)  
Assistant Baseball Coach / Intramurals  
Assistant Dean of Student Affairs  
Assistant Director of Dining Services  
Assistant Director of Dining – Catering  
Assistant Projects Manager  
Assistant Wellness Center Director / Women’s Basketball Coach  
Certified Grounds Supervisor  
Database Administrator  
Electrician (2)  
Head Women’s Basketball Coach  
HVAC Technician (2)  
Manager of Custodial Services  
Music Operations Manager  
Network Administrator (2)  
Plumber (2)  
Programmer / Analyst  
Projects Manager  
Sports Information Director  
Theater Technical Director

After a review of the non-classified positions at the University, an additional eight existing positions have been identified as appropriate for designation as critical retention because the primary purpose of non-classified status is to address salary market and retention concerns rather

than due to extensive policy-making duties. The change to critical retention status has no observable impact on the incumbent employees but will serve to more fully align the University's designations of non-classified employees with the Legislative intent. Those positions are:

Assistant Athletics Director / Administrative Associate  
Butcher Center Manager / Head Baseball Coach  
Coordinator of Institutional Research  
Director of Alumni Relations  
Director of Multicultural Affairs  
First Year Experience Director  
Operations Manager, One-Card Center  
Senior Accountant

One newly created position, Director of Major Gifts, in the Advancement Office, is proposed for non-classified, critical retention status due to market salary concerns.

The previously approved critical retention position of IT Trainer has been vacant, and the position duties have been reconfigured. It is proposed to be re-designated as Instructional Technologist, retaining critical retention status.

Finally, to meet market salary concerns and retain a valuable incumbent employee, the position of Web Manager is proposed for critical retention status.

All of the changes listed above would bring the total number of critical retention positions to 36.

The following resolution is recommended for adoption by the Board:

**RESOLVED**, That the Shepherd University Board of Governors approves the following position titles for non-classified, critical retention status:

Assistant Athletics Director / Administrative Associate  
Butcher Center Manager / Head Baseball Coach  
Coordinator of Institutional Research  
Director of Alumni Relations  
Director of Major Gifts  
Director of Multicultural Affairs  
First Year Experience Director  
Instructional Technologist  
Operations Manager, One-Card Center  
Senior Accountant  
Web Manager