

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 34)

27 July 2023

Employment

1. Purpose

VMI has several different categories of employment. This policy defines the employment categories and sets forth the requirements for employment eligibility verification.

2. Employment Categories Full-time Employment

Full-time employees are eligible for the employer-sponsored pension plan, health insurance program, and group life insurance; paid time off including paid holidays.

A. Teaching and Research Faculty:

Full-time teaching and research faculty members devote at least fifty percent of total working time to teaching. Full details on teaching and research faculty may be found in the VMI Regulations, Part IV – Academic Regulations, and the Faculty Handbook.

B.

prolonged formal instruction and/or specialized work experience.

Qualification Criteria:

- Must have a baccalaureate degree or training and work experience at a level which equates to a baccalaureate degree;
- Must perform the duties and responsibilities associated with this category 50 percent or more of the duty time;
- Must regularly exercise professional discretion and judgment; and
- Work produced must be intellectual and varied in character and should not be standardized.

Examples: Professional Faculty appointments are normally limited to the following positions:

- Librarians, except for the head librarian;
- Counselors, except for the Director of Cadet Development and Counseling;
- All coaches and assistant coaches;
- Assistant Commandants; and
- Other staff positions requiring advanced education.

C. Classified Employment

Classified employees are governed by Virginia Personnel Act, Va. Code §§ 2.2-2900 *et seq.* and the policies issued by the Virginia Department of Human Resource Management.

3. Employment Categories Part-

- B. The Human Resources Office will be responsible for completing and certifying the I-9 forms for Cadet Assistants.
- C. New employees who are unable to provide the required documents within the first three

The federal government requires all US employers to properly complete the I-9 form for each employee whether they are citizens or noncitizens. Inaccuracies and missed deadlines in the I-9 process could result in fines and penalties against the institution.

Any instance of a department failing to comply with the Employment Eligibility Verification form will be reported to the Institute Planning Committee.

FOR THE SUPERINTENDENT:

John. M. Young