



**Valdosta State University**  
Human Resources & Employee Development  
Policies and Procedures

## **Recruitment and Employment Procedures**

### **SECTION 800.00 RECRUITMENT AND EMPLOYMENT PROCEDURES**

It shall be the major objective of the Department of Human Resources to provide a positive recruitment program in an effort to establish and maintain an effective work force. Employee selection will be based upon ability, experience, intelligence and character disregarding race, age, religion, sex, national origin, sexual orientation, veteran status, or physical disability of an otherwise qualified individual. Deans, department heads, supervisors and employees are urged to participate in employee recruitment and should advise all interested persons to complete a formal application to insure full consideration for any available position. It is the intent of the institution to comply with the Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as Title IX and Section 504 of the Rehabilitation Act of 1973.

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### **SECTION 800.01**

#### **Classified Personnel**

##### **a. Professional and Administrative Personnel.**

All employees who are exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act because of their professional or administrative responsibilities, and who are not identified as faculty or graduate assistants, shall be designated as professional and administrative personnel.

**b. Staff.** All employees who are not exempt from the provisions of the Fair Labor Standards Act shall be designated as staff.

### **SECTION 800.02**

#### **Types of Employment.**

**a. Regular.** Personnel whose employment is expected to be for a period to exceed two calendar quarters, who generally occupy a line item position in the budget and who are subject to the provisional appointment process are considered "regular" employees. Units employing "regular" employees are required to adhere to the posting, interviewing and other related employment

guidelines in the initial appointment of the regular employee.

**1. Regular Benefited Employment** Employees in this category are those employed on a half-time or better basis and have all institutional benefits extended to them. **2. Regular Part-Time Employment** Employees in this category are those employed on a less than half-time basis and are not entitled to benefits of the institution. Regular part-time employees should appear as a line item in the departmental budget.

**b. Temporary.** Temporary employees are employed for a period not to exceed one calendar quarter. Temporary employees may have their employment extended upon recommendation by the unit supervisor and approval by Human Resources, for a period not to exceed twelve months. A thirty-day break in service during or subsequent to twelve months of employment is required of all temporary employees.

Temporary employees may be in a "lump sum" budget line or appear as a "line item" depending upon nature of appointment

(Note: Temporary staff hired through a temporary staffing agency are **not** VSU employees. For information regarding the process for hiring temporary staff through a temporary staffing agency, contact the Purchasing Office for assistance.)

**c. Student Employment.**

Full-time, part-time, or otherwise institutionally employed students shall be employed only on an hourly basis with remuneration for such work to be computed by the hour unless otherwise classified by the appropriate personnel officer. All student assistants are considered temporary.

All such employment is stipulated to be subject to re-evaluation without prior notice to such employee to include possible change of location and function.

Moreover, it is stipulated in the employment of students, however classified by hours, pay scale, or otherwise, that the budgeting of such individual's employment is limited in each case to a period of time coincident to the academic semester or any fraction thereof as specified by the supervisor of said employed students. Formal cooperative work agreements extending for periods in excess of one academic semester may be initiated by the University as an exception to the one-semester limitation on student employment.

Re-employment of such students shall be initiated by the action of the Student Employment Services Office, and only upon advance recommendation by the supervisor of the future work specified. Notice of re-employment for any succeeding semester, or fraction thereof, shall be given to the employee prior to the initiation of such hourly work.

At the conclusion of any academic semester, or program of work of less than one calendar quarter's duration, the supervisor shall request a terminal evaluation conference with the student employee. The results of the interview and the formal evaluation of the employee, as heretofore specified, will be filed with the Student Employment Services Office.

Students seeking subsequent or future employment will become eligible for same when the records of such prior employment are evaluated formally by the appropriate personnel officer of the institution.

**SECTION 800.03**

**Developing the Applicant Pool.**

**a. Request for Personnel Action.** When an employee gives notice of intention to leave University employment, the immediate supervisor should notify the Department of Human Resources so that necessary interviews for re-staffing might be arranged. The job classification, description and qualifications desired of replacement personnel should be provided the Department of Human Resources by the department head at that time. Examples of such information might include:

1. Education or technical training required.
2. ADA requirements, lifting, vehicle operation, physical demands, etc.
3. Hours of work, including Saturday or Sunday.
4. Officials to whom applicants are to be referred.
5. Recommendations of any known applicants.
6. Additional

information felt useful in preliminary screening.

**b. Job Posting.** When advised of a vacancy, the Department of Human Resources will review the existing job description, making the necessary corrections, post a vacancy announcement for a minimum of five days on the Human Resources bulletin board, and on the Human Resources web site. Postings will be forwarded to the Georgia Department of Labor for their reference and applicant referral. It is hoped that this procedure will create an awareness of positions available to insure upward mobility in careers within the University and to encourage applicant referral from numerous sources.

### **c. Employee Priority Posting**

All open positions must be posted for a minimum of five days, however the employing unit may initially designate that a position be posted with an employee priority designation or be posted on the general public website.

Positions designated for employee priority posting will be posted for a minimum of five business days on the employee priority website and only applications from current qualified VSU employees will be referred to that position. Positions not designated for employee priority posting will immediately be posted on the general public posting website.

If the employing unit identifies a successful candidate from this pool, no additional recruiting is required. If after five business days no VSU applicant has been selected, the position will be reopened and posted for recruiting on the general public website for a minimum of five additional business days. VSU employees may still apply during this open period.

Those employees classified as casual laborer/temporary workers; do not qualify for employee priority positions. As in the past, they may apply for positions on the general public posting site. **c. Determination of Beginning Salary.** The beginning salary for classified personnel shall be determined by the job classification of the vacant position and the associated pay grade. Employing departments should consult the Department of Human Resources before making salary commitments.

## **SECTION 800.04**

### **Referral of Applicants.**

**a. Preliminary Screening.** Upon receiving notification of the vacancy, the Department of Human Resources will begin screening active applications, identifying new applicants responding to the job posting and/or advertisement, and discussing the career opportunity with current employees who express interest and wish to be considered for promotion. Qualified applicants will have copies of their applications for employment forwarded to the employing department. **b. Disqualification of Applicants.** An applicant will be disqualified for employment for any of the following reasons:

1. He or she is addicted to the use of alcohol or use of illegal drugs.
2. Discovery of any false statement or omission of material facts from the formal application.
3. He or she has been a member of an organization advocating the violent overthrow of the government of the United States.
4. He or she has been convicted of a crime involving moral turpitude, unless pardon has been granted.
5. He or she has been convicted of a felony, unless first offender treatment was granted by the court.

## **SECTION 800.05**

### **Referral/Selection of Applicants.**

The Department of Human Resources forwards applications of individuals who appear qualified for the posted position. The employing unit then screens those applications, taking into account

technical skills, education, experience, etc., to determine those applicants who seem to best meet the qualifications for the particular job duties required in the position description.

**a. The Employment Interview.** Federal law prohibits certain questions in an employment interview and the application for employment has been developed to comply with Federal guidelines. Examples of such illegal questions might refer to the applicant's age, disability, religion, ages of children, etc. Interviewing guidelines are provided to the employing department upon referral of applications. To assure consistent treatment of each applicant, a patterned interview might be developed by the department. Such might include specific questions of job related functions, skills required, and how the applicant's educational background, previous experience, etc. might be useful in the position if selected for employment. **b. Testing.** Should clerical or other skills tests be deemed appropriate, or should there be reason to question stated qualifications, such tests are allowed if the following requirements are met:

1. If one applicant is tested, then all applicants must be tested.
2. All applicants must receive identical tests.
3. All tests must be a fair representation of the type work the applicant would encounter if selected for the position.
4. Test results of all applicants interviewed must be retained and returned to the Department of Human Resources with the affirmative action packet.
5. Testing as herein referenced is essentially a demonstration of those skills claimed by the applicant as they would pertain to essential job functions.

**c. Credential Verification.** If the posted position indicates certain education or other credentials are required, the applicant should provide proof of attaining such training, etc. Those who are among the candidates receiving advanced consideration should provide copies of diplomas, certificates of graduation from a vocational program, transcripts, etc.

**d. Reference Checking.** When interviews are completed, those applicants who are among the finalists for the position should have references related to prior employment verified. Of particular importance would be confirmation of employment dates, duties actually performed and reasons for leaving.

**e. Employment Offer.** Having completed the interviewing process, an offer of employment may be extended by the employing department. However, the dept head must advise the candidate that the offer is conditional pending the results of a criminal background check.

When a department head believes he/she has a candidate who because of exceptional training or experience is deserving of more than the posted minimum for the classification, they may offer the candidate up to 10% over the minimum. However the department head must either have the money already in his/her budget or through his dean or vice president can have it transferred to his budget. This change in policy is not intended to permit the department head or authority to offer more than 10% over the minimum and in no case is the offer to be made without sufficient departmental funds to meet requirements of the hire.

**f. Criminal Background Checks.**

In an effort to provide a safe and secure workplace, to comply with Board of Regents Policy and to minimize the potential litigation associated with "negligent hiring processes," Valdosta State University will require background checks on all staff applicants offered employment by the University. Employment shall be conditioned upon the execution of a consent form for criminal record disclosure and upon consideration of one's criminal history. The Valdosta State University Police Department, upon receipt of the Consent to Criminal History Release Form, shall conduct the background check and report results to the Department of Human Resources.

1. Applicants whose criminal history report prevents their employment shall be notified by Human Resources and allowed seven calendar days to initiate corrective action of any inaccurate report. Proof of an error in reporting shall not disqualify the applicant and the position will not be filled until this time period has expired.
2. If no action is initiated, and if the report is factual, the hiring department may resume the employment process.

**g. Report to Work.** Assuming favorable consideration of the applicant's criminal history, the department will be notified and may consummate the employment process by notifying the successful applicant. Upon final acceptance of the offer, the department should complete the affirmative action checklist, return copies of all applications forwarded, any test administered with results, and the data to report to work to the Department of Human Resources.

## **SECTION 800.06**

### **Pre-employment Drug Testing.**

Pre-employment drug testing of candidates selected for certain types of employment is mandated by O.C.G.A. 45-20-111, signed into law following the 1995 session of the General Assembly.

Valdosta State University shall require pre-employment drug tests of individuals selected for positions which may directly impact the health, safety and welfare of others. Employment categories that are subject to pre-employment screening include: all certified police officer classifications, positions which require a commercial driver's license and all health related positions providing direct patient care in the Student Health Services Division, e.g., physicians, staff nurses, medical technologist, pharmacists, etc.

New positions created by Valdosta State University will be evaluated to determine the necessity for pre-employment drug screening. Current positions not requiring such screening are subject to re-evaluation and may be added to the list of those effected. All positions requiring pre-employment drug testing must be approved by the Director of Human Resources.

Any candidate selected for a covered position must submit to the pre-employment drug test prior to commencing employment or within ten days after commencing employment. The cost of pre-employment drug test will be borne by the employing department. Failure to report positive test results shall disqualify the candidate from employment for a period of two years from the test offer of administrative date.

Instructions on the drug test procedure will be made available to those departments normally employing individuals who are covered by this policy.

## **SECTION 800.07**

### **Processing New Personnel.**

The Department of Human Resources will correspond with the selected applicant, advising them of job title, salary, and the period of provisional appointment. The applicant will also be advised to report to Human Resources to complete their inprocessing. The following items are among those to be discussed/accomplished.

#### **a. Conditions of Employment.**

The following are required of all new employees and must be completed immediately after employment is secured:

1. The State of Georgia Security Questionnaire and Loyalty Oath.
2. Federal and State Exemption Certificates.
3. Teachers Retirement membership application.
4. I-9 Form.
5. Drug Free Workplace acknowledgement form.
6. Right-to-Know Form.
7. Acknowledgement of the classified handbook.

**b. Identification Cards.** Identification cards are made for all classified employees in the One Card Office located in the Langdale Hall. These cards may be used for admission to campus facilities and activities.

**c. Vehicle Registration.** Those employees who plan to drive their automobiles should register their vehicles with the Department of Transportation and Parking and obtain a parking permit. Although a limited number of staff parking spaces are available on campus, the majority of staff parking will be in the Oak Street Parking Lot. Due to the limited availability of parking facilities, department heads should encourage the use of car pools among their employees.

**d. Automobile License Plates.** All classified employees are required to have Georgia license plates on their automobiles. New employees must purchase these plates immediately upon securing employment.

## **SECTION 800.08**

### **General Orientation.**

A general orientation of all new employees will be conducted by the University Training Division and the Department of Human Resources. General orientation shall include the following information:

1. Human Resources policies and procedures.
2. Vacation, sick leave, holiday, and leave of absence benefits.
3. Group insurance benefits.
4. Retirement.
5. Distribution and acknowledgment of the Employee Handbook.

Employees are responsible for reviewing and familiarizing themselves with the contents of the Employee Handbook. Questions concerning this information may be addressed during or subsequent to orientation. Human Resources representatives will provide a detailed review of the various benefit programs and assist in enrollment procedures.

### **Departmental Orientation.**

The departmental orientation is more specific and contains the following information:

1. Departmental goals, priorities and activities.
2. Organization and structure.
3. Job duties, responsibilities and expectations.
4. Compensation procedures, e.g., time records, pay dates, etc.
5. Policies, procedures and departmental regulations.
6. Tour of facilities.
7. Introduction to other employees.

## **SECTION 800.09**

### **Alien Employment.**

The President shall send to the Chancellor the name and biographical sketch of any alien recommended for employment. In addition, a certification of thorough investigation is required along with a statement to the effect that no qualified citizen of the United States is available to perform the desired service.

Georgia law provides that any institution may employ any alien who is attending the institution as a student for a period of one year. Continued employment of an alien beyond the initial year must be approved by the Board of Regents, who will renew the contract on a year-to-year basis if such employment is justified.

All alien employees are required to consult the Payroll Office relative to their tax status, etc. when employed by the University. Tax laws and other information relative to employment of non-U.S. citizens are available in Payroll and/or Human Resources.

## **SECTION 800.10**

### **Age Criteria.**

The employment of all persons under the age of 18 years shall be in compliance with the

Regulations of the U.S. Department of Labor and applicable State of Georgia guidelines. No minor will be employed in positions which are considered hazardous.

### **SECTION 800.11**

#### **Employment of Relatives.**

The basic criteria for employment of classified staff shall be the qualifications of the individual. Relationship by family or marriage shall constitute neither an advantage nor disadvantage to the individual with certain exceptions.

1. No individual shall be employed in a department or unit under the supervision of a relative who has or may have a direct effect on the progress, performance or welfare of that individual.
2. For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers and sisters, or any in-laws of the foregoing.
3. The nepotism policy does not apply to:
  1. children under age 25 hired as temporary or part-time employees.
  2. anyone employed as of February 14, 1990 where a relative of the individual holds a superior position at least one level of supervision removed from the individual.
  3. exceptions approved by the Board of Regents which are clearly in the best interest of the University.

### **SECTION 800.12**

#### **Provisional Appointments.**

All classified employees, with the exception of certain public safety employees, are required to serve their first six months of employment on a provisional basis. This provisional period is intended to provide the new employees an opportunity to demonstrate their abilities to meet the job requirements, determine whether the position meets their expectations and that their employment situation is otherwise as they had anticipated.

Public safety employees are subject to the same provisional employment requirement as other classified employees, except that the six month provisional period will not begin until any person employed as a public safety officer has completed his/her mandated training for certification as a police officer. This special provision only applies to those public safety employees for whom specified training is mandated by state law and such training occurs after their employment.

This period also affords the University an opportunity to evaluate the employee's capabilities, work habits, adaptability, etc.

The employment relationship during the provisional period may be terminated at any time by the employee or the University, with or without cause, and without right of appeal or any of the procedural protection provided for in the Board of Regents policies.

**a. Provisional Status Performance Evaluation.** Prior to completion of the six months provisional period of employment, or within ten working days of termination during the provisional employment period, the employing department will complete a performance evaluation and route this to Human Resources for inclusion in the employee's file. A decision to retain or terminate the provisional employee is made at this time, as the provisional appointment cannot be extended.

Occasionally, provisional employees make significant progress in their new jobs but might have certain minor deficiencies at the close of the provisional period. Should the employing department determine that progress has been made in addressing these deficiencies, and that termination of employment is not clearly indicated, the provisional performance evaluation might be completed with specific corrective actions recommended for employment to be continued. In such cases, a special evaluation may be requested by the department to give the employee adequate opportunity to handle these noted deficiencies. Special evaluations are covered in the



performance evaluation policy section.

**b. Re-employment of Terminated Provisional Employees.** Provisional employees who resign or who are terminated for performance deficiencies are not eligible for further employment for a period of thirty days. Provisional employees dismissed for serious offenses or breach of personnel policies will not be considered for re-employment, e.g., destruction or theft of state property, workplace violence, disruptive behavior, etc.

**c. Promotion/Transfer of Provisional Employees.** Provisional employees are not considered eligible for promotion or transfer unless such action occurs within the same operating unit with the ultimate decision to retain the provisional employee to be reviewed and approved by the initial employing supervisor. Promotion or transfer of a provisional employee does not extend the provisional employment period.

Provisional employees who want promotional consideration in employment other than under the conditions set forth above must have a minimum break in service of thirty days to be considered eligible. In such cases, adequate notice is required to assure future employment consideration by the University.

### **SECTION 800.13**

#### **Classification System.**

A position classification system has been developed and adopted to provide the basis for administering a wage and salary administration program in the University System. The classification system was designed to group positions which have similar duties, approximately the same levels of complexity and responsibility, require similar training and experience at the time of recruitment, and which may be compensated at the same general levels of pay. The Central Office of the Board of Regents maintains a catalogue of personnel classification specifications which must be used in order to maintain a consistent classification plan throughout the University System. All positions in employment categories designated as "professional and administrative" and "staff" shall be classified in accordance with the class specification catalogue.

1. **Classifying New Positions** Upon creation of a new position, a preliminary job description will be developed and forwarded to the Department of Human Resources for assignment of an initial position classification.
2. **Position Reclassification** Employees whose duties have changed significantly since originally being classified may submit a revised position classification form to the Department of Human Resources for review. Should re-classification be in order, the new pay grade and position title will normally become effective the beginning of the ensuing fiscal year. Reclassification requests are processed on an annual basis by the Department of Human Resources. Completed reclassification forms must be received by February 28 to be considered.
3. **Appeal of Classifications** Employees who feel their position has been improperly classified may appeal the decision of the Department of Human Resources by writing the Vice President of Finance and Administration within ten days of notification of the re-classification denial.
4. **Official Job Titles** The Board of Regents maintains a catalog of official job titles which must be used in all institutional payrolls, budgets and other record keeping. Such titles appear on the continuous audit reports for the State of Georgia and similar University records.
5. **Institutional Titles** It is permissible to establish institutional titles which more clearly identify the position and its relationship in the organization. Such titles may appear in the University telephone directory, departmental information and similar in-house publications or communications.

### **SECTION 800.14**

#### **Performance Evaluation.**

A system of performance evaluation has been established for all classified employees of the University and used in determining those employees who are qualified for promotion, transfer, demotion, or retention.



The following elements are among those used in the evaluation procedure: adjustment, capability, productivity, efficiency, potential for future development, punctuality and attendance. The supervisor or department head shall not be limited to the foregoing as sole criteria for evaluation. The following describes the nature of performance evaluations currently in use by the University:

1. **Annual Evaluation** An annual performance evaluation is required on every regular employee of the University. The annual evaluation period runs from March 1 of the previous year to March 1 of the current year. The Director of Human Resources will provide the required forms in ample time for the review to be completed and returned for placement in the employee's personnel file by March 31. Employees having been evaluated during the preceding 30 days are not required to have the annual evaluation completed. While Human Resources and Employee Development encourages all supervisors to evaluate their employees annually, employees who are not evaluated will maintain the evaluation rating from the previous year.
2. **Special Evaluation** A special performance evaluation may be prepared for employees whose overall performance has been determined as unsatisfactory, or who have had specified deficiencies noted in their performance evaluation. Special evaluations should be cleared through the Department Human Resources in advance. The employee should be advised in writing that such evaluation is to be accomplished, the reason for such, the period of time involved, and the potential repercussions should adequate job progress not be made.
3. **Transfer Evaluation** When an employee transfers to another supervisor, it is not necessary to complete a performance evaluation if the employee has been reviewed within a 90-day period prior to the transfer.
4. **Provisional Status Evaluation** Provisional employees must be evaluated at least ten days prior to the completion of their provisional period of employment, or prior to date of termination, whichever occurs first. The provisional status evaluation is the source document in making the determination to grant regular status or to terminate a provisional employee.
5. **Senior Administrator Evaluation** Senior administrative officers of the University, those reporting directly to the President, are to be evaluated at least once every five years by their next level subordinates. This evaluation is meant to provide an open line of communication within an operating area in an effort to enhance area performance and to identify means to better meet or exceed organization expectations.

### **SECTION 800.15**

#### **Personnel Files.**

The Department of Human Resources will maintain a personnel file on each employee of the University. All pertinent data regarding the employee's service to the University will become an integral part of the personnel file, and such files will be considered confidential.

An employee has the right to see his or her file at any time. However, such review will be made under supervision and no part of the file may be removed or destroyed.

**a. Credit Inquiries and Employment Verification.** The Department of Human Resources will not disclose any information of a confidential nature to any credit bureaus, merchandising concerns, or other financial institutions without prior approval by the employee. Response to such inquiries will be limited to acknowledging facts previously disclosed by the employee in making the credit application, or to those facts which are not considered confidential in nature.

**b. Open Records Act.** The Georgia Open Records Act, as amended in 1988 and 1992, allows public access to records or documents that are prepared or maintained by a University office or department. Certain records are protected by law against disclosure, e.g., medical history, requests for family medical leave, etc. Requests for records or documents should be referred to the Custodian of Public Records in the Office of the Vice President for Academic Affairs.

### **SECTION 800.16 Transfers.**

Transfers are considered to be lateral changes within the same job classifications and do not involve an increase in salary. Transfers normally have the convenience of the employee or the University as their goal; however, this action is also an effective tool used in increasing the flexibility of the work force.

Transfers can be of a temporary or permanent nature, and should not be confused with promotion or demotion, which are initiated by the Department of Human Resources.

**a. Initiating an Interdepartmental Transfer.** Normally, transfers will be limited to those employees who have been employed for a one-year period, and prime consideration for approving such actions will be the overall gain in operational efficiency.

The Department of Human Resources should be notified immediately when such action is desired so it can ascertain that the person is qualified and that the best interests of the University are served. The Department of Human Resources will serve in a liaison capacity between involved departments, coordinating the effective date of transfer and the re-staffing efforts to be made in the department whose work force has been reduced.

**b. Initiating an Intradepartmental Transfer.** Within an operating department or unit, transfers of employees can be initiated by the departmental supervisor/administrator. Such transfers may involve position title changes, insofar as no promotion or demotion is involved and that there is no resultant effect on compensation. Such transfers allow the department to better utilize employee skills, make accommodations in work schedules, e.g., night shift to day shift, with the department's operating efficiency as the primary goal. Transfers of this nature must be approved by the Human Resources Department with the University's budget and payroll offices properly advised.

**c. Transferring to Another System Institution.** Employees accepting employment at other system units, whether such employment is of a lateral or promotional nature, may be considered to have transferred. This would avoid a break in service, maintain longevity for benefit accrual purposes, and allow transfer of leave balances in accordance with Board of Regents policies. Employees should contact the Office of Personnel Services to make certain the proper procedures are followed to effect the transfer.

## **SECTION 800.17**

### **Promotions.**

Promotions, unlike transfers, involve an upgrade in position classification, an increase in salary where funds are available, and whenever practicable, they will be made from within. Promotions are made on the basis of merit, and the job requirements, not seniority.

Therefore, to be promoted, an employee must possess the skills and abilities required in the vacant position, and must have performed satisfactorily in his or her former capacity. Promotions are competitive, as it is the desire of the University to place the best qualified person in a vacant position.

**a. Salary adjustment upon mid-year promotion.** Upon promotion, an employee will receive either a promotional increase of 5% of their present salary, the pay grade minimum of the new position, or the advertised salary of the new position, whichever is greater. **b. Salary adjustment upon fiscal year promotion.** Employees having re-classification requests which result in promotion approved effective with the fiscal year beginning shall be entitled to their recommended departmental increase, a 5% promotional increase, or the pay grade minimum of their new classification, whichever is greater. Re-classification notifications are made subsequent to raise recommendations from the department so as not to adversely impact the merit pool considerations.

## **SECTION 800.18**

### **Demotions.**

A demotion is a downgrading of position classification, and normally involves a cut in salary. Although such actions occur infrequently at the University, the Department of Human Resources

might occasionally deem such actions necessary. Some possible causes for demotion are:

**a. Initial mis-assignment of personnel.** The employee might be performing to the best of his or her ability, yet lack the abilities or skills which are required of the position. In such cases, it is to the employee's advantage to be re-assigned to a position where requirements are more in line with personal capabilities.

**b. Position Elimination.** Due to budgetary restrictions, or re-alignment of responsibilities, a position might possibly be eliminated. An employee faced with this situation might be placed in a lower position until new opportunities are available which would return him to his or her previous capacity.

**c. Salary Upon Demotion.** The salary of an employee who is being demoted shall be subject to reduction to reflect a value comparable to other incumbent employees in the same job description and/or pay grade. Normally, the percentage difference in the pay grades of the "old" and "new" positions shall be considered, as will the general pay grade adjustments which have occurred within the fiscal year of said demotion. In no case, and after considering these factors, will the salary reduction exceed the pay grade percentage differential, or the starting salary percentage differential for the two positions; however, it is possible that the reduction may be a lesser amount.

### **SECTION 800.19**

#### **Satellite Personnel Operations.**

The Department of Human Resources has authorized two satellite personnel operations: the Food Services Division and the Plant Operations Division. Each of these offices maintains an applicant file, is responsible for screening their applications and otherwise following established personnel policies with regard to the employment process.

### **SECTION 800.20**

#### **Employment of Retirees**

Employing units may employ retirees receiving a Teachers Retirement System (TRS) benefit providing that the following requirements are met.

1. Retiree must have had a minimum of one-month's break in service.
2. Employment must not result in income to exceed 50% of the retiree's average compensation or final salary, whichever is greater. This provision also covers consulting agreements.
3. University System retirees must be approved by the Board of Regents prior to their re-employment and continued employment must be approved each fiscal year. The Office of the Vice President for Academic Affairs should be notified prior to such employment commencing.
4. Non-University System retirees are required to notify the department of their retirement status and provide information required by the Teachers Retirement System to avoid jeopardizing their monthly benefits. The Human Resources Office should be notified when a TRS retiree is employed to make certain the appropriate authorization is processed with TRS.
5. Departments who improperly employ retirees and such employment results in improperly paid retirement benefits shall be required to reimburse the TRS for such payments.
6. The retiree has a legal obligation to notify the University of their retiree status and shall make restitution to the institution for any reimbursements paid by the institution as the result of their failure to provide such notice.