Advertising Job Openings

Effective: February 1, 2013
Last Updated: February 1, 2013

Responsible University Office: University Human Resources

Responsible University Administrator: Senior Vice President and Chief Financial Officer

Policy Contact: University Human Resources

A. Scope

This policy applies to all Police Service Staff employees at Bloomington, IUPUI, Northwest, South Bend, and Southeast.

B. Policy Statement

It is the policy of the University that when it intends to fill a vacant Police Service Staff position, it will determine the level at which the position will be advertised (university-wide, campus-wide, the occupational unit, or the department) and to then advertise the position in a manner that will allow qualified individuals within that level the opportunity to apply.

C. Procedures

1. Steps prior to advertising a position vacancy

   a. Ensure that the campus Human Resources office has classified the position. (See the policy, Position Classification.)

   b. Ensure that the Position Description is on file with the campus Human Resources office before advertising the position and that the essential and marginal functions of the position have been identified. (See the policy, Establishing Staff Positions.)

   c. Decide at what level the position will be advertised: university-wide, campus specific, or only within the
position’s department. (See below.)

d. Coordinate all advertising with the campus Human Resources office before publication of any advertisements.

e. Alternate formats of position announcements, if requested by an individual with a disability, shall be provided.

f. Once it is determined by the administration to fill a vacant position, it will promptly be posted for bid as provided herein.

2. Role of campus Human Resource office

a. The campus Human Resource office advertises all employment opportunities on the University’s OnLine Application (OLA) system listed with the Human Resources department. This listing includes Temporary positions that might be expected to normally lead to Staff status. Each position should be listed for one week before it is filled. The posting will note the classification, pay grade, and shift.

   i. If a department expects that a Temporary position will lead to a Staff position, the department must contact the campus Human Resource office to discuss the need to advertise the position before making a commitment to employ.

   ii. During the advertising period, departments may fill the job with temporary help.

b. All advertising outside the occupational unit of the open position, including trade or professional publications and employment agencies, must be coordinated with the campus Human Resource office.

c. Departments pay for additional advertising for all positions.

d. All advertising for positions must carry this tag line: Indiana University is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.

3. Role of the University Director of Public Safety office

a. The University Director of Public Safety office will provide current Police Service Staff with notification of all new IU Police Department vacancies for Police Service.

4. Filling a position from within the occupational unit or department

a. If a department plans to fill a position from within the occupational unit by promoting or transferring a Staff employee, the position does not have to be listed on OLA with the approval of the campus Human Resource office. However, the position must be advertised within the unit to give all qualified employees an opportunity to apply.

b. Copies of all job openings are available on OLA and will be electronically mailed to the AFSCME Police Local 683 on campus.

c. See the Transfers policy for a description of the general procedures to use when filling a position from within the occupational unit or department.
5. Use of private employment agencies

a. No position will be listed with a private employment agency without clearance by the campus Human Resource office. Use of private employment agencies will be approved only if other means of recruitment have not been productive, or if there is a reasonable assurance that they will not be productive.

b. When a position has been approved for listing with an employment agency, the employee may be reimbursed for one-half the agency fee after six months, provided the employee:

   i. Remains with the university for six months;

   ii. Does a satisfactory job;

   iii. Presents a receipt for fees paid to the agency. Any reimbursement must come from the employing department's budget.

D. Sanctions

Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Web Address for this Policy

hr.iu.edu/policies/police/advertising.html