Policies for Service Staff Employees
Represented by AFSCME at Bloomington, Indianapolis, and South Bend

Advertising Job Openings
AFSCME (BL, IN, SB) 2.1

Effective: July 1, 2012
Last Updated: June 26, 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 Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement
It is the policy of the University that when it intends to fill a vacant Service Maintenance 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 wide, only within the position’s occupational unit, 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. All employment opportunities listed with the campus Human Resources office will be advertised on the University’s On-Line Application (OLA) system. Job listings will be posted in all appropriate places within 48 hours of distribution. This listing includes full-time 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 job 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.

e. At South Bend, prior to listing the job outside the occupational unit, the President of AFSCME, Local 1477-01 will be given a copy of the job posting to review and comment. The campus Human Resources office will consider any comments that are received from the AFSCME President within two days and make a final determination as to the content of the posting.

3. 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 or at Bloomington, a Temporary with Retirement employee who has worked 12 months in the occupational unit, 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. At Bloomington, in departments with more than one Service Maintenance occupational unit, a position may be listed in the occupational unit of the opening only or in all the Service Maintenance occupational units in the department before the opening is listed in the campus-wide listing. Temporary with Retirement employees who have worked 12 months within these units may apply.

c. Copies of all job openings are available on OLA and will be electronically mailed to the AFSCME
local on campus.

4. 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/sm-all/employment/advertising_openings.html

F. Related Information
Position Classification

G. History
In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.