Policies for Support Staff
Represented by CWA, Local 4730 at Bloomington and Northwest

Rules and Guidelines for Filling Positions
CWA 10.2

Effective date
Revised October 17, 2011

Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.

A. Equal opportunity

1. All persons who apply for a position(s) are given equal consideration regardless of their age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

2. No employment commitment can be made to fill any staff position unless the qualifications and credentials of all candidates have been presented to the campus Human Resources office.

Procedure 10.2 How to fill a Support Staff position

1. When it is probable that an appointed employee from within the occupational unit will fill a position, the department must follow this sequence:

   a. Review the layoff list from within the affected occupational unit to determine whether an employee on the layoff list is qualified to perform the available work.

      i. See the policy, Reduction in Force, for further requirements and the order in which position vacancies must be filled.

   b. If an employee on the layoff list does not fill the position, then the department is to post the position vacancy on appropriate bulletin boards, or be able to demonstrate that the position vacancy was clearly communicated to all employees within the unit. See the policy, Posting and Advertising a Position Vacancy.

   c. Departments must provide an alternate format of the position announcement (e.g., Braille, large print, audiocassette, computer disk), if requested by an individual with a disability.

2. When positions are posted outside an occupational unit, the following sequence is observed:

   a. The campus Human Resources office must first review a layoff list and refer qualified employees
who appear on the list.

i. See the policy, Reduction in Force, for further requirements and the order in which position vacancies must be filled.

b. The campus Human Resources office will screen applicants on file, recruit qualified applicants, and consider suggestions from the department of any known candidates for the position.

c. Unless otherwise mutually agreed to by the employee and the department—and except for openings occurring in jobs of a unique nature requiring unusual skills and abilities—an employee must work in a position for at least four months before requesting a change to another position.

d. The campus Human Resources office may conduct preliminary interviews with and administer required exams to applicants to determine their qualifications. The campus Human Resources office will then refer the best-qualified candidates to the department.

3. The department will conduct final interviews, evaluations, and reference checks to determine the suitability of the applicants. Departments should instruct the applicant about the position and its conditions of employment.

4. In determining an applicant's qualifications, factors to consider include, but are not limited to the following:

a. Experience

b. Past performance

c. Ability to perform the essential functions of the job with or without reasonable accommodation

d. Educational background

e. Ability and qualifications to perform the work competently, with or without reasonable accommodation

f. Attendance record over the last 12 months (not including extended periods of sick leave due to serious illness or injury or approved leave of absence)

5. Corrective actions more than three years old shall not be used to deny an otherwise qualified employee an interview for a position, except that corrective actions for serious offenses, as defined in Policy 6.3, Corrective Action, Procedure 5.b., shall have no expiration as provided under this paragraph.

6. All relevant factors will be considered fully. Where such factors are found to be relatively equal between two or more candidates, and where at least one candidate is an appointed IU employee, the decision to hire is governed by occupational unit seniority first and university seniority date second.

a. Temporary and temporary agency employees in the available position have no seniority.

7. Existing appointed employees and those on a layoff list may fill vacancies through one of the following position changes: promotion, lateral transfer, or a voluntary demotion. See Sections B., C., and D. of this policy for additional information.

a. The campus Human Resources office acts as the clearing agency for information, interviews, arrangements, and approvals regarding interdepartmental position changes.
b. After a Support Staff employee gives notice that he/she has selected another position in the university, the employee will be transferred within two weeks of the date of notification of selection or on the effective date of the position opening, whichever is later.

   i. An exception to this rule is allowed when the department head of the hiring department agrees to a longer period of time.

8. The department makes the final selection, provided that (1) affirmative action requirements are met; (2) The campus Human Resources office has been informed of the selection; and (3) where appropriate, the selected candidate passes any required physical exam.

9. *See the policy, Salary Decisions for Individual Employees,* for information about new hire salaries and salary changes for promotions, laterals transfers, and demotions.

10. A standard written offer of employment is not necessary. No supervisor or *administrator* may make an offer contrary to the university policies related to employment, compensation or benefits, nor imply nor state that a contract has been created between the university and the future employee. Only the president or vice presidents may offer actual contracts.

11. At Bloomington, the hiring department notifies the candidate who is selected for the position. At Northwest, the Human Resources office will notify the selected candidate.

12. When the applicant has accepted the position, see policy, *Background Checks,* for the background checks required for Staff positions.

13. The hiring department (at Northwest, Human Resources) must initiate a HRMS documentation to obtain the required approvals.

14. Final approval of all filled positions by new employees is contingent upon the individual hired completing Form I-9 *using the online procedures established by the University.* This form verifies that the individual is entitled to work in this country. Federal law requires that the employee must be stopped from working if either Section 1 or 2 is not completed within the time limits specified for the section.

   a. The employee must complete online Section 1 of the Form I-9 on or before the first day of employment and present evidence of identity and employment eligibility within three business days of the date employment begins.

   b. The hiring department must examine the evidence of identity and employment eligibility; record online the title, number and expiration date (if any) of the documents; enter the date employment began in the Certification statement of Section 2; and electronically submit the Form I-9 within three business days of the date employment begins.

   c. *Copies of documents that the online system specifically identifies are to be scanned into the online system for record keeping. All paper copies used in the verification or scanning process are to be shredded.*

   d. *The online Form I-9 will automatically be submitted to the U.S. Department of Homeland Security's E-Verify system. Follow the instructions in the university's I-9 E-Verify Procedures.*

15. At Bloomington, contact Financial Management Services (FMS) for information about other required hiring forms. At Northwest, contact the campus Human Resources office.
16. The department will then inform all applicants for the position in writing or by e-mail that the position has been filled. Notification to applicants who are existing IU Support Staff employees will include the name of the employee selected, the employee's university seniority date, and the basis for the selection, i.e., qualifications, seniority, other.

17. At Bloomington, on a weekly basis, Employment Services will publish the name of the person selected and the position on the University Human Resource Services Web site.

18. The campus Human Resources office will notify CWA Local 4730 of the successful applicant for such filled positions, including the successful applicant's university seniority date if she/he is hired from within the university.

B. Additional information about promotions

1. A promotion occurs when an employee is promoted to a position in a higher salary grade (or when an employee's current position is reclassified to a higher range).

2. See the policy, **Salary Decisions for Individual Employees**, for salary increase parameters and required approvals.

3. In order for an employee to qualify for a promotional increase, the employee must (1) assume a higher ranked position and (2) possess the minimum qualifications for the new position.

4. If the promotion is to a newly created position, the policies, **Establishing a Position** and **Advertising a Position Vacancy** apply. The promotion cannot take effect until an appropriate position description is provided and a job title and a position classification are approved by the campus Human Resources office.

C. Additional information about lateral transfers

1. Lateral transfers typically do not involve a major change in level of responsibility or job scope and, as such, do not normally but may result in a salary change. See Personnel Policy 9.4, Salary Decisions for Individual Employees, paragraph D. for details.

2. A transfer to the same or comparable position in a different salary structure from one campus to another may involve a salary adjustment depending on the comparability of the positions and any differences in the salary grades.

3. In order to transfer laterally, the employee must (1) have satisfactory performance in the current position and (2) meet the minimum qualifications for the new position.

4. An employee should not be given a transfer commitment until he/she has informed the present department head.

D. Additional information about voluntary demotions

1. Employees may voluntarily transfer to a position in a salary grade lower than their current range due to personal or career development reasons or due to a reduction in force. Such a demotion will result in a classification change and may result in a reduction in salary.

2. See the policy, **Salary Decisions for Individual Employees**, for salary decrease parameters.

E. Employee time off to pursue career development
1. The university encourages staff to pursue career development opportunities; therefore, reasonable time away from the job for IU-provided career counseling, training and development classes (see the policy, Training and Education) and IU job interviews is permissible. Employees are not required to make up the time or charge it to accumulated time off.

2. Each supervisor will have to determine what is reasonable time off, keeping in mind the university's favorable attitude toward promotion and transfer. If these absences become excessive in the judgment of the supervisor, time off can then be made up or charged to accumulated time off.

F. Transfer of employee benefits

1. An employee's benefits will be transferred between departments and campuses, except that accrued compensatory time off is to be granted or paid by the employee's current department before the promotion or transfer occurs. See the policy, Overtime.

G. Occupying Multiple Positions

1. It is possible for an employee to be employed in more than one position at the same time. Examples include a person employed in two 50% FTE appointed positions, or an appointed employee working in a temporary position. Following are basic rules governing such circumstances:
   a. Appointed staff positions must be at least 50% FTE.
   b. The combined FTE for all appointed positions held by one person cannot exceed 100% FTE.
   c. An individual cannot hold an appointed exempt position and an appointed nonexempt position at the same time.
   d. An employee in an appointed PAO or Support and Service Staff position (eligible for overtime) may also be employed in a temporary position paid at a bona-fide hourly rate for the work performed in the temporary job. Biweekly paid employees may not be employed in a second job that is paid as a flat dollar amount for the work performed. Departments should consult with the campus human resources office in determining a bona-fide hourly rate for the work performed in the Temporary job.

2. Contact the campus human resources office if there are questions about a specific situation.