1 General Information.

1.1 Scope: This policy governs the tendering and processing of personnel actions to create new employment appointments in December.

1.2 Authority: n/a

1.3 Passage Date: March 8, 2006

1.4 Effective Date: Upon passage

1.5 Controlling over: Marshall University and Marshall Community and Technical College.

1.6 History: This policy was originally published as a Human Resource Services policy and procedure, *Classified/Nonclassified Appointments in December*, on January 3, 2005.

2 Policy:

2.1 Classified and nonclassified regular-status employment appointments (new hires) at Marshall University and/or Marshall Community & Technical College may not begin at the second pay period in December unless authorized in advance by the chief human resources officer.