

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. HR-9

Classified/Nonclassified Employment Appointments in December

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.