

UNIVERSITY POLICY FOR HUMAN RESOURCE

Policy No. UPHR-4

Classified Recruiting

1 General Information.

- 1.1 Scope: This policy provides for the conduct of recruiting to fill classified employment positions.
- 1.2 Authority: West Virginia State Code Section 18B-7-1, Section 18B-9-2, and the U.S. Fair Labor Standards Act (FLSA).
- 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 Recruiting*, on October 21, 2004.

2 Policy:

- 2.1 The chief human resources officer is charged with responsibility for recruiting for classified positions at Marshall University (hereinafter the University) and Marshall Community and Technical College (hereinafter the College). The Marshall University Office of Equity Programs acting in behalf of both the University and the College is responsible for ensuring that equal employment opportunity is provided and that affirmative action is taken as necessary.
- 2.2 For any University or College classified employment position for which a regular-status employment appointment is desired and for which either the previous regular-status incumbent has vacated the position or it is a new classified employment position with no previous incumbent, the position will be recruited for and published at least once in the on-line recruiting bulletin appearing on the web site of the institutions' human resource services provider.
- 2.3 The chief human resources officer is responsible for the development, implementation, and administration of sufficient procedure to effectuate the provisions of this policy with the requirement that such procedure shall include as a minimum procedural steps for (1) public recruiting versus internal recruiting; (2) recruiting timelines; (3) a recruiting authorization process; (4) establishment of recruiting qualifications; (5) posting deadlines; (6) provision for search committees as appropriate; (7) provision for application materials; (8) provision for determining the position(s) applied for; (9) provision for the referral of or access to recruiting materials by departmental clients; (10) provision for affirmative action/equal employment opportunity; (11) provision for the protection of and provision for bidder rights; and (12) provision for closure of recruiting and review for approval to hire, transfer, or promote.