

**Effective:** December 11, 2007

**Administrative Policy**  
**RECRUITMENT and HIRING of NEWLY CREATED PERMANENT and**  
**TEMPORARY MANAGEMENT LEVEL EMPLOYEE POSITIONS**

**Approved:** December 11, 2007  
President's Executive Cabinet

The purpose of this policy is to describe the recruitment and hiring approval process for newly created permanent and temporary management level employees. The policy will provide a consistent method for filling newly created management level employee vacancies. This directive applies to all divisions employing management level employees at Millersville University.

**Scope of the Policy**

This policy applies to all requests to create new permanent and/or temporary management level positions, including but not limited to:

Management level position(s) newly created through an increase in the University complement;

Management level positions newly created through the conversion of bargaining unit positions; and

Temporary, term specific management level positions maintained on the University payroll.

**Responsibility of the Cabinet Officer**

It is the responsibility of the appropriate Cabinet member to prepare or have prepared the requisite Position Description Questionnaire, essential functions form, organizational chart and funding source applicable to any of the newly created management level employee positions. The document package is to be submitted to the Office of Human Resources for a classification review pursuant to the policy for Salary Increases Associated with Promotions and Reclassifications for Management Employees.

Upon receipt of the recommended salary level pursuant to the classification study by the Office of Human Resources, the Cabinet Officer must present the request to create the new permanent and/or temporary management level position to the Cabinet for approval.

## **Responsibility of the Office of Human Resources**

Upon receipt of the foregoing package of classification materials, the Office of Human Resources will review the Position Description Questionnaire with attachments. During the Position Description Questionnaire review process, the Office of Human Resources will contact the Cabinet Officer and/or designee if clarification or additional information is necessary. Once the review is completed, the Associate Vice President for Human Resources shall share the prospective management classification level with the appropriate Cabinet Officer.

## **Millersville University Cabinet**

The Millersville University Cabinet reserves the prerogative to examine all requests to create new complement position(s.) Upon receipt of a request from a Cabinet Officer to create a new permanent and/or temporary management level position, the Cabinet shall review all pertinent information presented in support of such an administrative transaction and reserves the prerogative to request additional materials if deemed necessary.

Should the Cabinet determine to approve a request to create a new permanent and/or temporary management level position, the Vice President for Finance and Administration shall provide the appropriate notice to the Office of Human Resources regarding the creation of the position. Once approved, the Office of Human Resources, working with the Social Equity Department, shall assist the affected Cabinet Officer and/or designee with the creation of recruitment and hiring for the position.

Should the Cabinet support the conversion of a bargaining unit position to that of a management level employee, the Associate Vice President for Human Resources shall assure that appropriate notice to the affected bargaining unit is provided through the applicable meet and discuss process.

As a normal rule, this process should take no longer than 45 working days.