

Effective: December 11, 2007

Administrative Policy
RECRUITMENT and HIRING of MANAGEMENT LEVEL EMPLOYEES

Approved: December 11, 2007

President's Executive Cabinet

Revised: April 22, 2014, President's Cabinet

The purpose of this policy is to describe the recruitment and hiring approval process for existing management level employees. The policy will provide a uniform method of initiating the filling of 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 pre-existing University management level positions, including but not limited to the following categories:

Manager 190 level positions and below;

Manager 200 level positions and above;

Filling any vacant manager level position that would create budget implications (i.e., filling a pre-existing manager level position at a higher salary than earned by the most recent incumbent); and

Requesting that any vacant manager level position be reclassified to a different manager classification level prior to filling the vacancy.

Responsibility of the Cabinet Officer

Manager 190 level positions and below

A Cabinet Officer/or designee will initiate the recruitment and hire process of Manager 190 level or below positions by initiating the Personnel Requisition process, unless the position has otherwise been frozen. The requisition and all necessary accompanying documents should be forwarded to the Office of Human Resources.

Should the Cabinet Officer elect not to fill a vacant Manager 190 level or below position, he/she shall inform the Cabinet of this decision within one month of the position becoming vacant.

Manager 200 level positions and above

The Cabinet Officer shall seek the support of the Cabinet prior to filling a Manager 200 level or above vacant position. Should the Cabinet support the request to fill a vacant Manager 200 level or above position, the Vice President for Finance and Administration shall inform the Office of Human Resources of this determination.

In the event the Cabinet does not support the request to fill a vacant Manager 200 or above position vacancy, the position shall remain frozen until further Cabinet action.

Upon receiving support from the Cabinet to fill a vacant Manager 200 level or above position, the Cabinet Officer shall forward the requisition and all necessary documents to the Office of Human Resources which, working with the Social Equity Department, will initiate the recruitment and hiring process. The Cabinet member shall be responsible to assemble an appropriately diverse search committee to fulfill the duties and responsibilities appropriate to a recruitment to fill a vacancy at this level.

Should the Cabinet Officer elect not to fill a vacant Manager 200 level or higher vacant position, he/she will inform the Cabinet of this decision within one month of the position becoming vacant.

Filling any vacant manager level positions that would create negative budget implications

The Cabinet Officer is responsible to request Cabinet support to fill a vacancy at a salary level higher than that of the most recent incumbent. Should the Cabinet support a request to fill a manager level position at a salary higher than that received by the most recent incumbent, the Vice President for Finance and Administration shall inform the Office of Human Resources of the determination.

Upon receipt of Cabinet support to fill a management level vacancy at a salary higher than that of the most recent incumbent, the Cabinet Officer shall then initiate the recruitment and hire process applicable to the manager level.

It must be requested that any vacant manager level position be reclassified to a different manager classification level prior to filling the vacancy.

The Cabinet Officer shall seek Cabinet support to reclassify any vacant manager position prior to submitting the request for reclassification of the vacancy to the Office of Human Resources for review. The Vice President for Finance and Administration shall notify the Office of Human Resources should the Cabinet decide to allow the submission of a request to reclassify a vacant manager level position.

The Office of Human Resources will follow the procedure outlined in the Management Classification Policy.

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