

Memo to: All UH-Downtown/PS Holders
From: Max Castillo, President
Subject: Non-Exempt Staff Employment Policy

UH-Downtown/PS 02.B.05
Issue No. 1
Effective Date: 09/30/94
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1. PURPOSE

This PS specifies the policy of the University of Houston - Downtown (UHD) regarding the employment process of all non-exempt staff positions.

2. POLICY/PROCEDURES

2.1 The hiring manager will request approval of the non-exempt position, whether new or replacement, by completing a *Request to Fill Non-Exempt Position*.

2.1.1 If the request is being submitted to create a new position, a *Job Analysis Questionnaire* and job description must accompany the request (This includes anticipated non-exempt positions approved as a result of the unit's planning and budgeting process.).

2.1.2 If a replacement is requested, the staff member being replaced and the last day of work must be indicated.

2.1.3 If a vacant position is being reclassified prior to requesting approval to fill it, the request should include the current and proposed titles of the position, grade and FTE, justification for the position and impact on the department/unit's budget. A *Reclassification Request*, *Job Analysis Questionnaire* and job description must be forwarded to the Human Resources Department for evaluation and review (If a staffed position is being reclassified, the reclassification of the employee is based solely on significant changes in duties and responsibilities of the position and not the person filling it. For additional details, refer to PS 02.30, Position Reclassification Policy.).

2.2 The Position Announcement section, as prepared by the hiring manager, should be stated in the form it will be publicized, giving job title, starting date, required qualifications, request for resume and personal/professional references, closing date for applications, and the statement assuring equal opportunity regardless of race, sex, disability, sexual orientation, age, religion, or veteran status.

2.2.1 If the position is classified as security sensitive, the statement "*Security Sensitive Position. Requires Complete Background investigation*" should be included in the position announcement.

2.2.2 If the position is pending final approval, the announcement should clearly state the position is anticipated.

2.3 A brief statement concerning the proposed search and screening process must be included.

2.4 The *Request to Fill Non-Exempt Position* will then be submitted to the appropriate administrative ounces for approval. This applies to all non-exempt positions, regardless of the source of funds.

2.5 In cases of financial hardship, the President may appoint a Hiring Freeze Committee to review all vacancies and ascertain the urgency and priority of filling positions on an individual basis. The position will remain vacant until authorized by the President.

2.6 When the request to fill the position is approved, it will be forwarded to the Human Resources Department

along with a letter from the Hiring Freeze Committee indicating Presidential approval. The position will then be advertised, posted and included in the pay plan.

2.7 Candidates for non-exempt positions apply directly to the Human Resources Department. They are screened for the minimum job requirements and proficiency tests are given, if appropriate. Qualified applicants will be referred to the hiring manager.

2.8 The hiring manager will review the minimum/maximum hourly rates for the position being fitted, as outlined in the Non-Exempt Pay Plan, prior to a job offer. If the hiring manager wishes to offer the candidate an hourly rate which exceeds published minimum rate, the Assistant Vice President of Resources must be consulted. Assistance will be provided to arrive at a starting rate in compliance with the pay plan and institutional policies.

2.9 Final approval of the candidate is the responsibility of the hiring manager and the appropriate administrative officer. Prior to making a job offer to the candidate, a background investigation will be requested from the Chief of Police, if the position has been classified security sensitive, as described in PS 02.03. If the applicant clears the background check, the hiring manager may proceed with the job offer.

2.10 After selection of the candidate for the position, the hiring manager will forward to the Human Resources Department the *Applicant Flow Form* and *Personnel Action Request*. The hiring manager will also schedule an orientation session for the new employee with the Personnel Services Manager.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Administration

Review: Biennial

Reprint of original policy statement. Signed original on file the president's Office

**UNIVERSITY OF HOUSTON - DOWNTOWN
REQUEST TO FILL NON-EXEMPT POSITION**

- NEW POSITION (Job Analysis Questionnaire must be submitted to Human Resources. Attach job description.)
- REPLACEMENT (For: _____ Last Day of Work: _____)
- RECLASSIFICATION (Job Analysis Questionnaire must be submitted to Human Resources. Attach job description.)

Present Position: _____

CURRENT JOB TITLE: _____ GRADE: _____ FTE: _____

PROPOSED JOB TITLE: _____ GRADE: _____ FTE: _____

JUSTIFICATION FOR POSITION:

ANALYSIS OF BUDGET IMPACT:

POSITION ANNOUNCEMENT

ADVERTISEMENT CONTENT:

PROPOSED DISTRIBUTION:

SEARCH AND SELECTION PROCESS

PROPOSED PROCESS:

APPROVALS

SUPERVISOR: _____ DATE: _____

DEAN/DIRECTOR: _____ DATE: _____

VP ACADEMIC AFFAIRS: _____ DATE: _____

VP ADMINISTRATION: _____ DATE: _____

AFFIRMATIVE ACTION OFFICER: _____ DATE: _____

PRESIDENT: _____ DATE: _____

If more space is needed, please attach additional page(s).