Internal Operating Procedures (IOP)

Employment: Recruitment, Selection, Appointment, and Reappointment

HR - 1000  Recruitment Procedures
HR - 1001  Fingerprinting
HR - 1002  Employee Background Screening-Criminal History Check
HR - 1003  Non-Discrimination Policy & Complaint Procedure
HR - 1004  Reasonable Accommodation
HR - 1005  Non-Resident Alien
HR - 1006  Employment of Relatives
HR - 1007  Selective Service
HR - 1008  Executive Service Appointments
HR - 1009  Veterans' Preference

Compensation

HR - 2001  Additional Employment
HR - 2002  On-Demand Payments
HR - 2003  Court Ordered Garnishments
HR - 2004  Moving Expenses
HR - 2005  Overtime and Compensatory Time
**Benefits and Hours of Work**

**HR - 2006** Perquisites/Sale of Goods and Services

**HR - 2007** Procedure for Prompt Payment of Promotional Pay Increases

**Benefits and Hours of Work**

**HR - 3000** Benefits and Hours of Work

**HR - 3001** Family and Medical Leave Act

**HR - 3002** Workers’ Compensation

**HR - 3003** Retirement Programs

**HR - 3004** Recording Overtime on Attendance and Leave Reports

**HR - 3005** Terminal Leave Payments (Cashing Out Sick and Annual Leave Balances)

**HR - 3006** Parental Leave

**HR - 3007** Sick Leave Pool

**HR - 3008** Absences

**HR - 3009** Observance of Religious Holy Days

**HR - 3010** Temporary Total Disability Benefit Payments

**HR - 3011** Processing Invoices for Independent Medical Exams

**Performance Evaluation**

**HR - 4000** A&P Employees: General Performance Evaluation Procedures

**HR - 4001** USPS Employees: General Performance Evaluation Procedures

**HR - 4002** Paperless Notification of USPS Evaluations Due

**Learning Opportunities**

**HR - 5000** Tuition Waiver Policy

Employee Ethical Obligation and Conflicts of Interest

**HR - 6000** Political Activity
HR - 6001  Use of University Facilities

Alcohol and Drug Testing

HR - 7000  Alcohol and Drug Testing Policy
HR - 7001  Policy on Alcoholism

Separation from Employment

HR - 9000  University Clearance

Access to Records and Public Records Requests

HR - 10000  Procedures for Accessing Employee Personnel Files

To access a specific document, please visit the website listed below.
Source:  http://www.famu.edu/index.cfm?a=hr&p=PoliciesandProcedures
Subject: Recruitment Procedures

Authority: Florida A&M University Regulation 10.105

Effective Adopted Date: 03/07/2006

Revision(s) 06/27/1996; 03/07/2006

Related References

Purpose
To provide a process for recruiting, selecting and employing individuals who have and will maintain high ethical and professional standards as they bring service to an institution with a history of excellence.

Signature of Approving Authority

1.0 General Information

The Office of Human Resources is responsible for the recruitment, examination, screening and selection for referral of all applicants for positions with the University. Human Resources shall make available to departments or units only those applicants who appear to meet the minimum qualifications for a vacancy and any special qualifications specific to the vacant position as outlined by the hiring department or unit. Educational qualifications and credentials, work experience, background check, fingerprinting and references must be verified as part of the job offering.

Any person providing false or misleading information in order to meet the qualifications for a position shall be immediately dismissed for the position, if the person has been hired; or, the person shall be disqualified from any further consideration for the position in question.

The President, or the President’s designee, shall establish sanctions for the willful falsifications or willful nondisclosures related to job qualifications or responsibilities. The discipline imposed shall be based upon the circumstances.

2.0 Definition

3.0 Responsibilities

A. Each Dean, Director and Department Manager has the authority to recommend employment appointments to the Faculty, A&P and USPS Classification Plan. The employment recommendation should be subject to the approval of the President, Provost or Vice President as appropriate.

B. The University Personnel Office, and the Office of the Provost, in conjunction with the Office of Equal Employment Opportunity Programs, should ensure that the recruitment, selection and appointment processes, by which employees are hired to vacant staff positions, are conducted in compliance with Federal and State laws, personnel rules, collective bargaining agreements and the University's Equal Employment Opportunity/Affirmative Action policies.

C. The University Budget Office, the Offices of the Provost or Vice Presidents, and the Division of Sponsored Research, should ensure that the appointment to a contract or grant funded position is accomplished within the approved funds and salary rate for the appropriate division.
4.0 Procedures – Employee Recruitment

A. Position Advertisement Types and Periods

1. Faculty, A&P and USPS positions are advertised internally and externally simultaneously as specified below:
   a. 7 days - Minimum
   b. 14 days – Normal
   c. 30 days maximum

2. Open Competitive - an announcement will be advertised as open competitive when the appointing Authority does not wish to limit the applicant pool. All entry-level positions shall be advertised as Open Competitive.

3. University Internal Promotional - an announcement will be advertised as University Internal Promotional for a minimum of seven (7) days when the appointing authority wishes to limit consideration to applicants within Florida A&M University.

4. Readvertisement - position vacancies may be reannounced for a minimum of seven days.
   a. Any position vacancy that has not been filled within 90 days of the latest advertised deadline should be readvertised for seven (7) days before an appointment is made to the position.
   b. If a decision is made to modify any advertised conditions, including but not limited to, salary, percent of full-time equivalency, closing date, position requirements, or geographic location, the position should be readvertised reflecting the new conditions for at least seven (7) days.

B. Procedure to Request the Advertisement of a Position

1. To request the advertisement of a position, hiring departments should complete and submit the Request to Advertise form and Position Description, FAMU-UPO 400, to the appropriate office listed below:
   a. Faculty positions - Office of the Provost and Vice President for Academic Affairs
   b. Administrative and Professional - University Personnel Office
   c. University Support Personnel System positions - University Personnel Office

C. Preparation and Distribution of Vacancy Announcements

1. Faculty Positions - vacancy announcements for faculty positions are prepared by the Office of the Provost and Vice President for Academic Affairs and distributed by the Office of Equal Opportunity Programs.

2. Administrative and Professional and University Support Personnel System positions – vacancy announcements for A&P and USPS positions are prepared and distributed by the University Personnel Office.

3. Human Resources will be responsible for advertisements for Faculty, A&P and USPS position vacancies in newspapers, trade magazines, periodicals and other media sources. However, each department should provide contact information for your specific trade magazines, periodicals and other media sources. Department will need to provide contact information for person responsible for payment of invoices.
   a. Advertisement deadlines in newspapers, trade magazine, etc. shall coincide with the advertisement deadline set by the University Personnel Office.

D. Acceptance and Review of Employment Applications and Resumes

   a. Applications for employment in a Faculty position should be made by submitting an employment application, resume or vitae pursuant to the instructions contained on the position vacancy announcement, and should be post marked, if mailed, by the application deadline date, or received in the office responsible for recruiting for the vacancy, by 5 p.m. Eastern Standard Time on the advertised application deadline date.

   b. Applications for employment in an A&P or USPS position should be made by submitting the following to the University Personnel Office by 5 p.m. on the application deadline date or post marked, if mailed, by the application deadline:

   1) A&P positions - resume and employment application

   2) USPS positions - Florida A&M or other Florida SUS employment application

   c. Employment applications, resumes, or vitae for employment in the Faculty, A&P, and USPS Classification Plans will only be accepted for advertised position vacancies.

   d. Employment applications, resumes or vitae that are received for Faculty, A&P or USPS advertised vacancies after the close of business on the application deadline date or are not post marked by the application deadline date, should not be included for employment consideration for that vacancy unless the position is readvertised for a minimum of seven (7) days. If a position is reannounced, applications that were not received by the original application deadline date, but by the reannounced deadline date, should be included for consideration.

   e. Employment applications, resumes, or vitae should be submitted for each advertised position vacancy.

2. Evaluation of Applicants' Employment Qualifications

   a. Information contained on the employment application, resume or vitae should be evaluated to determine if an applicant meets the minimum qualifications for the position for which the application was submitted.

   b. Qualified applicants are those individuals who meet the minimum qualifications contained in the SUS class specification and the additional competencies required for the specific position in the class unless appointments are with emergency, provisional, or trainee status.

   c. Equivalent education, training, and experience for that contained in the A&P and USPS SUS class specification for a specific vacancy may be substituted by the University. Equivalent qualifications may be approved if after carrying out the selection process, it is the approving authority's judgment that an equivalency must be requested. The equivalency should be supported by documentation that the applicant possesses the knowledge, skills, and abilities required for successful performance of the essential functions of the position and information that substantiates that:

   1) The total quantity of the applicant's training and experience equals or exceeds the total quantity of training and experience established for the class;

   2) The level and type of the applicant's training and experience are equivalent to the level and type of training and experience established for the class, and;

   3) The applicant's training and experience are directly related to the KSA necessary for the successful performance of the duties of the position.
d. To request an equivalency, complete and submit to the Personnel Office, the Request for Training/Education Equivalency form.

E. Concluding the Position Advertisement Process for A&P and USPS Position Vacancies

At the conclusion of the advertisement period, the documents described below will be forwarded by the University Personnel Office to the hiring department for A&P and USPS position vacancies as follows:

1. The employment applications and resumes of individuals who have applied for a USPS and/or A&P position and who have been judged, as having met the minimum qualifications for the class;
2. The Applicant Interview and Referral Report form
3. The Selection Criteria Development form
4. The Reference Check form

4.1 Exemption from the Position Advertisement Process

A. The following circumstances do not represent bona fide vacancies; therefore, no advertisement of the position is required:

1. Academic promotions, such as Assistant Professor to Associate Professor, within the same department.
2. Faculty position rotation, e.g., where a member of the faculty is elected or designated on a rotating basis to serve as chairperson or associate chairperson for a specified time period.
3. The demotion or change in assignment appointment of an employee in a Faculty, A&P or USPS position to a different position within the respective Classification Plan, or an appointment in the USPS Classification Plan with an employment status of temporary or emergency.
4. The reclassification of a filled Faculty, A&P or USPS position.
5. Change in the funding source from a “soft” money source or an auxiliary line to a salaried line with no change in duties, responsibilities, if the incumbent was hired according to the SUS vacancy announcement procedures.

B. The positions described below are exempt from the SUS listing requirements under the conditions set forth below:

1. Positions that are filled by individuals who are on layoff status and have been granted recall rights under applicable provisions of the BOR Rule 6C-5.955, Florida Administrative Code, collective bargaining agreements and pursuant to IMM Numbers 902 and 903.
2. The Principal Investigator position funded from newly expanded contracts or grants where the proposed incumbent is specifically identified by name in the contract or grant.
3. Positions funded from contracts or grants which become available because of the termination and reestablishment of a contract or grant and which have the same duties and responsibilities under the terminated and reestablished contract or grant.
4. Positions to be filled as Visiting appointments provided the visiting appointments do not extend beyond one year.
5. Positions to be filled on an acting basis for up to one year.

6. Other Personal Services (OPS) appointments including adjunct faculty.

7. Positions that are to be filled as part of a Settlement Agreement.

8. Positions to be filled by an SUS employee Grant-in-Aid recipient or similar program recipient, who completed program participation in good standing.

9. Positions of 0.5 or less F.T.E.

10. Positions which are determined by the University’s EO Officer to have the same responsibilities, or are similar to positions from which Faculty, A&P, and USPS employees have been laid off during the previous two years, and have been granted recall rights under applicable provisions of BOR rules or collective bargaining agreements.

4.2 Employee Selection Procedure

The procedures used to select employees should be designed to provide maximum validity, reliability and objectivity that result in the selection from among the applicants, the individual who, in the hiring authority's judgment, is deemed most qualified to perform the duties as described in the position description and in other documents describing the vacant position. The procedures used below should be used in the selection process for University employees.

A. Position Analysis Procedure

Prior to initiating the interview process, interviewing officials should complete a position analysis to include:

1. Faculty Positions

   For the procedures to use in completing the position analysis process, consult the Search and Screen Procedures Manual. This manual is promulgated by and may be obtained from the Office of Equal Opportunity Programs.

2. Administrative and Professional and University Support Personnel System Positions

   STEP 1
   Ascertaining the key elements, tasks, responsibilities, and organizational relationships that are germane to the position. This may be done through discussions with first line supervisors, position incumbents or subject matter experts. Questionnaires soliciting job related information regarding the tasks, responsibilities and organizational relationships may also be used.

   STEP 2
   Update the position description form, if required, to reflect the essential and marginal functions that are to be performed and the supervisory/subordinate reporting relationship. Submit the updated position description form to the University Personnel Office for processing.

B. Selection Criteria Development

Development of selection criteria should be completed prior to conducting oral interviews for any position. The Selection Criteria Development form may be used for this purpose. This form may be completed as follows:

1. Faculty and A&P Positions

   For the procedures to use in developing selection criteria for Faculty and A&P positions, consult the Search and Screen Procedures Manual. This manual may be obtained from the Office of Equal Opportunity Programs.
2. University Support Personnel System Positions

STEP 1
Complete Section I of the Selection Criteria Development form listing the essential functions/major tasks that are to be performed in the position. The tasks/functions should be taken from the duties of the position description.

STEP 2
Complete Section II of the Selection Criteria Development form listing the entry-level knowledge, skills and abilities (KSA's) needed for successful job performance of each task identified in Section I.

STEP 3
Complete Section III of the Selection Criteria Development form listing job related questions to be asked to determine if the applicant possesses the KSA's required for successful performance in the position.

C. Faculty and Administrative and Professional Employees

For the procedures to use in reviewing and screening faculty and A&P employment applications, consult the Search and Screen Procedures Manual. This manual may be obtained from the Office of Equal Opportunity Programs.

2. University Support Personnel System Employees

STEP 1
The University Personnel Office will conduct the initial, evaluative screening of the employment applications under this component. This review will consist of a determination of eligibility based on the minimum qualifications as compared to the applicant's training and experience. The University Personnel Office will forward, to the hiring department, those applications that have been determined eligible to receive further consideration.

STEP 2
The Hiring Department should further evaluate the applications based on the entry-level KSA's and screening criteria that have been identified. Those applicants who possess the KSA's and who meet the screening criteria may be considered further in the selection processes.

STEP 3
The Hiring Department should extend additional review or preference to an applicant based on the following considerations:

a. **AFSCME Collective Bargaining Agreement** - this agreement requires that, at least two permanent USPS status employees who are covered by the AFSCME, Collective Bargaining Agreement be interviewed, if at least two have applied for the vacancy. If only one such employee applies, the employee shall be interviewed.

b. **Veteran's Preference Law** - this law requires that preference be given to eligible veterans and spouses of veterans in the appointment to positions (USPS) of public employment. See IMM Number 108 "Veterans Preference" for additional information.

D. Oral Interview

Hiring Departments should conduct an oral interview for each position vacancy that is to be filled. During this process, the Recommending Official shall ensure the following:

1. Interview questions are constructed in a fashion so as to determine whether an applicant can perform each job task or if the applicant possesses the KSA's that are needed for successful job performance.
2. The same interview questions are consistently asked of all applicants. The same interviewer or the same panel of interviewers shall be used during the entire set of interviews that is conducted for a vacancy.

3. Interview questions that seek to ascertain non-job related information regarding an applicant's race, color, age, sex, marital status, handicap, disability, religious creed, national origin, sexual orientation, veteran status, political affiliation, union activity, or any other criteria that is not job related are strictly prohibited and shall not be asked.

E. Reference Check

Recommending Officials should conduct a reference check on all individuals selected for appointment. A reference check should encompass the collection and verification of information, about the applicant to determine if the applicant selected for appointment possesses the desired KSA's to do the job. In conducting a reference check, the Recommending Official should:

1. Obtain written approval from an applicant to contact his/her present and previous employer(s) for the purpose of checking the reference. Written approval may be provided by the applicant on the employment application form.

2. Contact at least three employers for the purpose of conducting the reference check,

3. Complete the Reference Check form.

4.3 Procedures to Effect Employment Appointments

A. Faculty Employment Appointment Process

STEP 1
Hiring Department - should complete and submit, no later than 21 days prior to the beginning of the employment appointment, the Personnel Action Request form through the appropriate college/school to the Office of the Provost and Vice President for Academic Affairs. The following documents should accompany the Personnel Action Notification form for the selected applicant:

1. Copy of the application for employment

2. Request to Advertise Form

3. Form I-9, with verification documents

4. Three letters of recommendations

5. Resume

6. Assignment of responsibility form.

7. Statement on English language proficiency.

8. Request for credit toward tenure.

9. The Personnel Action Request form should be submitted no later than 21 days prior to the beginning of the employment period.

STEP 2
Office of the Provost and Vice President for Academic Affairs will prepare a standard SUS employment contract, if all documents are in order. The contract should contain, at a minimum, the elements required by the BOR/UFF Collective Bargaining Agreement, as applicable.
The Provost and Vice President for Academic Affairs will sign all employment contracts as the President's designee.

Each faculty member will be issued a completed contract for signature and return to the Office of the Provost and Vice President for Academic Affairs. The offer of employment should be conditioned on the return of a signed contract by a specified date.

A copy of the signed contract will be processed through the Budget Office and provided to the University Personnel Office for final payroll processing.

B. Administrative and Professional Employment Appointment Process

STEP 1
Hiring Department - should complete and submit the Personnel Action Request form, through the appropriate division level approving authorities. The following documents should be submitted simultaneously:

1. Resume and application of the selected candidate.
2. Official copy of the selected candidate's college transcript.
3. Copy of the completed Reference Check forms, One Reference Check form should be submitted for each employer with whom contact was made.
4. Copy of the Selective Service Registration card for a male appointee who is between the ages of 18 and 26. (See IMM Number 106, Selective Service).
5. Form I-9, with verification documents.

STEP 2
Hiring Department - should submit the approved Personnel Action Request form, to the Budget Office for funding verification and approval. For contract and grant funded positions, the appointment documents must also be submitted to the Division of Sponsored Research for approval. For selected computer/telecommunication positions, the appointment documents must also be approved by the Director of Planning and Analysis.

STEP 3
Budget Office/Division of Sponsored Research - should verify the funding of the position and forward the Personnel Action Request form and accompanying documents to the University Personnel Office.

STEP 4
University Personnel Office - should, after completing the employment verification process, generate and forward for A&P appointments, the employment contract to the appropriate division to obtain signatures of the President, Provost or Vice President and the selected candidate.

STEP 5
Hiring department - Should offer employment to the selected applicant and obtain the signatures of the President, Provost or Vice President, as appropriate and the signature of the candidate on the employment contract. Upon obtaining the signatures on the employment contract, forward the top copy of the contract bearing the original signatures to the University Personnel Office.

STEP 6
University Personnel Office - should provide instructions to the hiring department on obtaining payroll sign-up documents for the new employee.

STEP 7
Hiring Department - should return the resumes of the unsuccessful applicants to the University Personnel Office for maintenance.
C. University Support Personnel System Employment Appointment Process

STEP 1
Hiring Department - should complete and submit for approval, the Personnel Action Request form, through the appropriate division level approving authorities. The following documents should be submitted simultaneously:

1. Employment application of the selected candidate.
3. Copy of the selected candidate's high school diploma or official college transcript for positions when the minimum qualifications require it.
4. Copy of the completed Reference Check forms. One Reference Check form for each employer with whom contact was made.
5. Copy of the Selective Service Registration Card for a male appointee who is between the ages of 18 and 26.

STEP 2
Hiring Department - should submit the approved Personnel Action Notification form, and accompanying documents to the Budget Office for funding verification and approval. For contract and grant funded positions, the appointment documents must also be submitted to the Division of Sponsored Research for approval. For selected computer/telecommunication positions, the Director of Planning and Analysis must also approve the appointment.

STEP 3
Budget Office/Division of Sponsored Research - should forward the Personnel Action Notification form and accompanying documents to the University Personnel Office.

STEP 4
University Personnel Office - should, after completing the employment verification process, inform the appointing authority when an offer of employment may be extended to the selected candidate. The University Personnel Office will also provide instructions to the hiring department on obtaining payroll sign-up documents for the new employee.

STEP 5
Hiring Department - should offer employment to the selected candidate.

STEP 6
Hiring Department - should forward the employment applications of the unsuccessful applicants to the University Personnel Office for maintenance.

4.4 Employment Appointments Types and Conditions - Faculty, A&P, and USPS Employees

A. Original Appointment - Faculty, A&P and USPS

The University defines an original appointment as an initial appointment to a salaried position at the University, or the initial appointment if reemployed by the SUS within 100 days or upon recall.

B. Reemployment/Reinstatement - Faculty, A&P and USPS

A reemployment/reinstatement appointment is defined as an appointment following a layoff.

C. Promotion

1. Faculty Promotion - is defined as the appointment to a higher academic or equivalent rank or class.

2. A&P Promotion - is defined as the appointment to another position or class with substantially increased responsibilities, or a permanent assignment of substantially increased responsibilities for the existing class.
3. **USPS Promotion** - is defined as the appointment to a class with substantially increased responsibilities.
   a. Upon promotion, an employee should be given probationary, temporary or emergency status, unless the employee had previously earned permanent or regular status in the class.
   b. An employee who is promoted will be required to serve the established probationary period for the higher class; however, this period may be extended in accordance with the provisions of probationary status, (See IMM Number 400).

D. **CHANGE IN ASSIGNMENT**

1. **Change In Assignment** *(Faculty)* - Faculty employees with administrative responsibilities serve at the will of the President or President's designee, and may at any time, receive a change in classification or assignment.

2. **Change in Assignment** *(A&P and USPS)* - is defined as the appointment to a different position in the same class or in a different class having the same pay range maximum.
   a. If a USPS employee who has not attained permanent status in the current class who receives a change in assignment to a different position in the same class, the employee’s status remains the same until the probationary period designated for the class has been successfully completed.
   b. A USPS employee with or without permanent status in the current class who receives a change in assignment to a different position in a different class should be given probationary status. However, if the employee previously held permanent status in the class to which a change in assignment is made, the appointment shall be with permanent status.
   c. **Demotion**
      1) Faculty, A&P and USPS Demotion - is defined as an appointment to a class or position having less responsibility.
      2) A USPS employee, upon demotion, should be given probationary, trainee, temporary, or emergency status; however, if the employee previously held permanent status in the class to which demoted, the demotion should be with permanent status.

   d. **Transfer**

   Faculty, A&P and USPS Transfer - is defined as the appointment of an employee from one geographic location within the University to a different geographic location within the University in excess of 50 miles from the employee's current work location.

4.5 **Employment Appointment Status Modifiers** - Faculty, A&P and USPS Employees

Upon appointment to the Faculty, A&P, or USPS Compensation Plan, an employee shall be given one of the following statuses:

A. **Faculty Appointment Status Modifiers**

1. **Regular** - the status given when a continuing appointment or an original temporary appointment is expected to be followed by a continuing appointment.

2. **Acting** - the status given for a limited time appointment to a position primarily assigned administrative duties.

3. **Adjunct** - the status given for a temporary appointment paid from OPS funds. Such appointment is for one academic term at a time and is ordinarily paid on a per course basis. Adjunct appointments may not be for
more than 50% of the time throughout an academic year or full-time for more than twenty-six weeks of a fiscal year, unless approved by the President or the Provost.

4. Provisional - the status given for an appointment of a person who is not fully qualified, but who is expected to acquire such qualifications in a short period of time.

5. Visiting - the status given for the appointment of a person having appropriate professional qualifications, but not expected to be available for more than a limited period of time, or to a position, which is expected to be available for a limited period. A visiting appointment may not be provided for more than three consecutive years, unless approved by the President.

6. Joint - the status given when the person is regularly participating in the teaching or graduate supervision responsibilities of more than one academic department/unit.

7. Research - the status given when the person is engaged primarily in research.

8. Courtesy - the status given for an unpaid appointment that may include special academic privileges such as voting in departmental affairs.

9. Clinical - the status given for an appointment in conjunction with a professional position in a hospital or other clinical environment.

10. Honorary/Honoris Causa - the status given for an unpaid appointment of an individual having distinction and honor in his/her field, but who does not possess the normal requirements for the position.

11. Emeritus - the status given when an honorary title that is conferred in recognition of distinguished service.

12. Affiliate - the status given when a person participates in some functions of other academic departments/units.

13. Joint College - the status given upon an appointment to a college/unit administered jointly by more than one university. Although appointed and employed by only one of the participating universities, each person so designated is considered an employee of the other participating universities for purposes of carrying out the teaching, research, and service responsibilities of the college/unit.

14. Phased Retirement - the status given for an appointment under the provisions of the Phased Retirement Program.

15. Multi-year - the status given for an appointment that extends beyond one academic or fiscal year.

B. Administrative and Professional Appointment Status Modifiers

1. Regular - the status given for a continuing appointment or an original temporary appointment expected to be followed by a continuing appointment.

2. Provisional - the status given for an appointment of a person not fully qualified, but who is expected to acquire such qualifications in a short period of time. This appointment status may be up to 10% below the established minimum salary for the class depending on the individual's background and experience. At the time the individual becomes qualified for the class, the employee's salary shall be increased to at least the minimum salary of the pay grade assignment of the class.

3. Acting - the status given for a limited time appointment that includes the assumption of additional or replacement duties. This appointment status is generally for appointments of no more than one year, unless the President or President’s designee approves an extension. Compensation for the additional or replacement duties shall be at the discretion of the President or President's designee.

4. Visiting - the status given for an appointment of a person having appropriate professional qualifications, but not expected to be available for more than a limited period of time, or to a position that is expected to be
available for a limited period of time. Such appointment status shall not be held for more than three years, except that such appointments may be extended due to special circumstances as determined by the President or President's designee.

5. Emeritus - the status given when an honorary title is conferred in recognition of distinguished service.

6. Multi-Year - the status given for an appointment, which extends beyond one academic or fiscal year.

C. University Support Personnel System Appointment Status Modifiers

1. Permanent - the status earned in a class after successful completion of the designated probationary period.

2. Regular - the status given for a continuing appointment after successful completion of the designated probationary period.

3. Probationary - the status given for an appointment to a position in a class for the designated period, where the employee meets the minimum qualifications for the position. An employee appointed with probationary status shall normally be required to serve the probationary period established for the class to which appointed in accordance with IMM Number 400.

4. Trainee
   a. The status that is assigned when the circumstances described below exist:
      (1) Appointment to a law enforcement position prior to receiving a Certificate of Compliance;
      (2) Appointment of an employee who has not passed a required examination, but meets the minimum qualifications for the position;
      (3) Appointment of an employee when qualified applicants are not sufficiently available for the position, and the employee does not meet the minimum qualifications for the position, and the appointment meets the requirements of an affirmative action program;
      (4) Appointment is under a cooperative education program, vocational rehabilitation program, or an apprenticeship program.
   b. A trainee status appointment, for other than law enforcement employees, shall normally be granted for up to 12 calendar months, unless extended by the President or President's designee.
   c. When a trainee status appointment is made, the Hiring Authority shall provide documentation to the University Personnel Office specifying the following:
      (1) The length of the training period,
      (2) The skills expected to be acquired during the training period that will lead to the employee fully qualifying for the class to which appointed.
      (3) The salary that is to be granted to the employee shall be made under the provisions of IMM Number 200.

5. Temporary - the status given when an appointment is needed to provide a nonpermanent assignment to a vacant position; to replace an employee on leave, temporarily promoted or reassigned; or to overlap one employee with another for training purposes. A temporary status appointment shall not exceed a period of 12 calendar months, however, the President or President’s designee may approve an extension of the temporary appointment.
6. Emergency - the status given for an appointment of no more than 3 months when a vacancy must be filled immediately due to an emergency. Such appointments may be made without regard to the employee's training and experience or other provisions of this IMM.

7. Time-limited - the status given for an appointment to a position funded by contracts and grants, auxiliaries, or local funds, as appropriate, for a particular project, enterprise, or specified period.

4.6 Documentation and Records of the Employment Process

The appointing authority should maintain documentation of the manner of the selection procedure and the propriety of both the selection and decision-making processes. Such documentation should include the following:

A. Faculty and A&P Employment Records

Consult the Search and Screen Procedures Manual for information related to documentation and maintenance of records germane to the employment process. The manual may be obtained from the Office of Equal Opportunity Programs.

B. USPS Employment Records

Records which document the selection of an employee should be maintained for no less than two years from the date of making the record or personnel action, whichever occurs later. Such records should be destroyed in accordance with established records retention schedules for such records and should include but not be limited to the following.

1. Details of the manner in which the knowledge, skills and abilities of the vacant position were identified.

2. Listing of applicant's names and ratings or rankings (if applicable) for each selection procedure used.

3. Description of the selection process and copies of the selection procedures used.