

## Staff Concerns – July 2015

**Comment/Concern:** Janet Cline requested that HR consider returning the Blue Access \$2500 health insurance to the coverage of services at 100% after the deductible is met. I would be more than willing to pay a higher premium in order to have 100% coverage after the deductible is met. Thank you in advance for your consideration of this request.

**Action:** Via e-mail, Director of Human Resources Harold Nally stated: I contacted Janet and spoke with her about her concern (she verbally gave me permission to use her name). I assured her that HR is, and will be working diligently to seek out creative solutions from stakeholders, healthcare vendors and other related industry organizations that will bring the greatest dollar value for our employees.

**Comment/Concern:** Can someone ask HR to specifically state what protocol/policy is in place for notifying up line supervisors about salary increases for their direct reports? Some grant-funded program directors were not notified that some of their grant-funded direct report positions were receiving raises in the new compensation plan, and this caused much confusion and many headaches trying to rebudget funds in order to reconcile the changes. Thank you!

**Action:** Via e-mail, Director of Human Resources Harold Nally stated: Thank you for your comment. The process is that salary information is sent from Human Resources to each Vice President with their respective employees salary information. Vice Presidents then disseminate this salary information to their employees accordingly.

**Comment/Concern:** Under what circumstances can a posted or un-posted position vacancy be filled without a search? What are the criteria for determining when such waivers are used? Who makes the decision as to whether or not to approve a search waiver?

**Action:** Via e-mail, Director of Human Resources Harold Nally stated: Thank you for your comment. Search waivers are a leeway for administrators to address emergency and other unique staffing situations. Search waivers are to be justified and documented by the requesting administrator. Waivers to the search requirement may be requested in the following instances:

1. In emergency situations where a pool of candidates cannot be developed immediately. An emergency situation occurs where there is insufficient time for a search because someone must be performing the necessary functions within days or

- where there are no back-up personnel.
2. In situations where a member of a protected group is available and helps meet affirmative action goals.
  3. In situations where a person may be appointed to a full-time position with an ending date (Fixed Term I Appointment) while a search is being conducted. Typically, this category is used when tenure track faculty searches are unsuccessful and the department needs to hire a full-time instructor for the coming year and then a new search will be conducted for tenure track positions in the future.
  4. Rare and extenuating circumstances (explain on an attached justification)
  5. In situations of re-organization, when movement of an employee to a different position and the restructuring is in the best interest of the University and when the employee's former position is no longer available. Basically, no true vacancy exists.
  6. In situations where a Head Coach, who was selected from a national search, wishes to hire an Assistant Coach of his/her choosing, which is standard in the field and across the nation. Appointment of the Assistant Coach and the continuation of his/her appointment are contingent upon, but are not limited to, the duration of the Head Coach's appointment.
  7. In situations where an employee is being returned from a reduction in force (layoff) to a different position. The University generally considers one laid off for other positions as they become available and when the person possesses the appropriate qualifications.

Search waiver form must be submitted along with the applicant's application with justification and or documentation for the request to waive. The following personnel must sign off on the search waiver:

1. Department Chair or Supervisor
2. Dean/Director/AVP
3. Chief Diversity Officer
4. Human Resources Representative
5. Budget Representative
6. President

Human Resources will examine the search waiver documentation for:

1. Does the justification support the request?
2. Does the candidate meet the minimum qualifications?
3. Self-identification of criminal history and does it relate to the position?
4. Does the applicant have a relative on the Board of Regents?
5. Insure salary recommendations are appropriate to the position

When the waiver has been totally approved, Human Resources request a PAR from the requesting department.