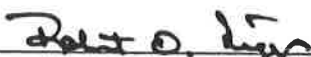


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:022	Supersedes Policy Number: IV:02:02
Date: August 1, 1986	Dated: November 1, 1981
Subject: Employment Procedures for Clerical and Supporting Staff Personnel	
Initiating Authority: Vice President for Finance and Administration	SBR Policy/Guideline Reference:
Approved:  President	

Responsibility and Authority

The final responsibility and authority for employment of personnel resides with the President. As a matter of practice, for approved positions in the budget, advertising for employment for all positions other than faculty will be done by the Payroll/Personnel/AA Office, hereafter referred to as "Personnel." Offers of employment may be made only by the President. The following procedures pertain to employment of all persons except faculty unless faculty are specifically mentioned.

Procedure

- A. Recruitment shall be in accordance with the University's Affirmative Action policy. Before actual recruitment begins for a position, that particular situation must be reviewed by the Personnel Officer with the Affirmative Action Officer. Advertisement of position openings will always be necessary on campus and generally will be necessary off campus. Details of position openings will be communicated to the Personnel Officer through the use of Personnel Request Form PPM Form 5:022:a.
- B. It shall be the responsibility of the Personnel Officer to obtain approval of the contents of advertisements from the Affirmative Action Officer, to provide the Affirmative Action Officer with a copy of the pertinent job description, and to obtain the Affirmative Action Officer's stamp of approval on completed Personnel Action forms, a copy of which will be furnished the Budget Officer.

- C. Under no conditions shall an advertisement for or offer of employment be made for a position not already contained in an approved budget. If it becomes necessary to fill a position not contained in the budget, such a position must be established and approved, in writing, by the President in accordance with the terms of Policy 5:021.
- D. No new employee should actually begin work, except in an emergency situation, without the approval of the Personnel Officer.
- E. Department heads or chairpersons will prepare the Personnel Request Form (see attached PPM Form 5:022:a) and send it through the proper channels of authority to the Personnel Officer.
- F. The Personnel Officer will screen all applicants in initial interviews and will route qualified applicants to department heads or chairpersons for interviews.
- G. The successful candidate will be identified by the Department Head with the Personnel Officer's assistance.
- H. It shall be the responsibility of the Department Head to list all applicants on the Applicant Rejection Form and to select and record the reason(s) (see attachment PPM Form 5:022:b) which most closely represent reasons for rejection of applicants, and to return the completed form to the Personnel Office.
- I. The rate of pay will be quoted and the job offer made by the Personnel Officer only.
- J. Recruitment for positions funded in "CETA" contracts will be completed by the applicable supervisor under the auspices of the State Department of Employment Security. Employment of particular individuals will be communicated to the Personnel Officer through the use of PPM Form 5:022:a (attached).

Over-Lap

No more than one individual may be paid at a given time from funds allocated to a particular position unless an exception is made by the President. If plans are for a new employee to begin work before the incumbent's departure or before exhaustion of the incumbent's annual leave, a budget revision must be processed and approved in accordance with Policy 4:021.