5.2.5 EMPLOYMENT AND JOB POSTING

1. Policy and Procedure

Position Vacancy Authorization Completion Guide

<u>**Position Vacancy Form:**</u> This document must be initiated by the Department that is recruiting. The PVA must be completed and submitted with the required signatures to the Office of Human Resources to begin the recruitment process.

- The initiating Department completes the Position Vacancy Authorization Form along with providing a copy of the job description, in Word document format.
    - o   Position Vacancy Authorization Forms are available on Kentucky State University's website, under the "Human Resources" section and are required as follows:
- ☐ When creating a new position or recruiting for an existing position.
- The following essential data should be provided on the form:
- o   The anticipated starting salary range, which must be at least the minimum of the pay grade and must be approved by the OHR.
- o   Labor distribution accounting number or FOAP: Fund, Organization, Account, Program.
- o   Percentage(s) that will be charged to each FOAP.
- o   Hiring manager.
- The initiating Department secures approval of the Position Vacancy Authorization Form (includes job description, which must be sent as a Word document) by procuring the signatures of the following:
- o   Department Chair/Supervisor
- o   Dean or Director
- o   Vice President/Provost: Authorizes the position request and certifies that the salary adheres to the Division's budget.
- o   The Office of Human Resources will obtain the approvals signatures from the: Budget Manager, Vice President of Finance and Administration, Chief of Staff and The President (REQUIRED ON ALL PERSONNEL REQUISITION AND REQUEST TO HIRE FORMS).
- Once all required signatures have been obtained, the initiating department will then have submitted the PVA to the Office of Human Resources via email to human.resources@kysu.com.
- Once the PVA has gone through the budget approval process (there is a minimum ten days' approval process) the Office of Human Resources will notify the hiring manager that the Position Vacancy has/has not been approved. After approval, the Office of Human Resources begins the recruitment process by posting the position on Kentucky State University's website and InsideHigherED via ADP.

- Under no circumstances are candidates to be interviewed prior to OHR receiving the approval to post/advertise from the President.

- Application Deadline: A general application deadline of thirty (30) days is placed on all position postings.
- Timing: Depending on applicant response and Departmental deadlines, the initiating Department determines if additional time or alternative advertisement space is necessary.

Position Vacancy Authorization Form Sections

Position Title: This should be the specific title of the position that you are requesting to hire for.

Source of Funds (check one): Provide the appropriate fund type that this position will be paid through.

Department Name and Location: Specific name of the department and the location of the department.

Originator: Who is initiating the Position Vacancy Authorization?

Email: Kentucky State University email address of the individual that is initiating the PVA.

Phone: Campus phone number of the individual initiating the PVA.

POSITION INFORMATION

Faculty (check one): This should only be completed if you are hiring for a faculty position. Please select the option that best fit this particular faculty positon.

Contract Term (check one):

o   Fiscal Year: This would be the fiscal year that the position is being hired in.

o   Academic Year: If you are hiring for a faculty positon enter the Academic year, which should be the same as the fiscal year information.

o   Semester: If you are only hiring a faculty positon for one semester input that information.

o   Other: Specify if there are other dates outside of this range that you are hiring for.

Employment Status (check one): Please select the option that best fit the position being filled.

FTE (Full-Time Employee):

o   Compensation (check one): If the incumbent will be an Exempt employee then provide the targeted annual salary, this salary must be within the minimum of the pay grade. Non-exempt (hourly) provide the targeted hourly wage; again this must be within the pay grade range for the position. All salaries must be approved by the OHR.

FLSA (Fair Labor Standards Act) Status: This section is to be completed by the OHR ONLY!

Vacancy Description and justification: Provide additional justification to support approval of the position. You will also need to make sure that you have provide a

copy of the job description, in Word document format, along with the Position Vacancy Authorization form.

Hiring Manager: Who is the hiring manager? Who is responsible for time and attendance?

Salary Range: Provide the appropriate salary range for the position that you are hiring for, keeping in mind that all salaries are approved through the OHR and Budget approval process to ensure that adequate funds are available.

Previous Incumbent (if replacement): If this position is being posted because you are replacing someone that previously held the position then provide the name of the previous employee.

LABOR DISTRIBUTION

Please make sure that you are providing the correct FOAP number when submitting your Position Vacancy Authorization form because if this information is incorrect or omitted it can slow down the approval process. You should also provide the percentage of funds that will be distributed to each FOAP number, especially if there are multiple FOAP numbers.

Budget approval/Authorization for recruitment:

Secure ALL appropriate signatures up to the Office of Human Resources signature line. Once this has been done, submit the form via email to human.resources@kysu.edu. Once the PVA has moved through the approval process, the hiring manager will be notified if the position has been approved and when it will be posted as well as if the position has not been approved. If the necessary signatures have not been provided, then the PVA will be returned to your department for you to retrieve those missing signatures, which will slow down the approval process.

2. Entities Affected

- Academic Affairs

3. Policy Owner/Interpreting Authority

Provost/Vice President for Academic Affairs

4. Related Policies

5. Statutory or Regulatory References