

NUMBER: HR 1.24

SECTION: Human Resources

SUBJECT: Appointment, Transfer, Promotion of Classified, Research Grant, Time-Limited or Unclassified Staff Employees

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Policy for: All Campuses

Procedure for: All Campuses

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I. Policy

This policy describes the uniform system for filling vacant classified, research grant, time-limited, and unclassified staff positions within the University of South Carolina, pursuant to regulations of the South Carolina Office of Human Resources.

- A. The appointment, transfer and promotion policy of the University of South Carolina is designed to assure that:
1. Qualified applicants receive full and fair consideration for employment without regard to race, color, national origin, religion, sex, age, disability, sexual orientation, or veteran status.

2. Current employees are provided an equal opportunity to explore and seek other positions for career advancement.
3. Qualified applicants are recruited and referred to departments with listed vacancies.
4. Vacancies are filled by those applicants who are best suited to perform the duties and responsibilities of the positions.
5. Position advertisements comply with the Americans with Disabilities Act.

B. Responsibility for Administration

1. The USC Division of Human Resources is responsible for administering the policy on appointment, transfer and promotion of classified, research grant, time-limited, and unclassified staff employees.
2. On the Columbia campus, the Employment Office is responsible for recruitment, advertising, testing as applicable, and initial screening of applicants for employment.
3. On the regional and senior campuses, the campus Human Resources Officer is responsible for recruitment, advertising, testing as applicable and initial screening of applicants.
4. On all campuses, the administrative head of each department has the authority, responsibility and accountability for the selection of employees.
5. Selection decisions are subject to review by the Executive Assistant to the President for Equal Opportunity Programs or Campus Affirmative Action Officer. Selection decisions may be subject to review by the South Carolina Human Affairs Commission, the Equal Employment Opportunity Commission, the Department of Labor, the Office of Federal Contract Compliance Programs, and the Office for Civil Rights.

C. Vacant positions will be filled through open recruitment conducted by the Employment Office on the Columbia campus, or the campus Human Resources Officer on regional and senior campuses.

D. No one will be appointed to, or separated from, a position because of race, color, national origin, sex, age, religion, disability, sexual orientation, or veteran status.

- E. Discrimination in employment on the basis of age is prohibited except where specific age requirements are stipulated by law or regulation.
- F. Applicants with disabilities will be given equal consideration for appointments or transfers to positions for which they are qualified.
- G. An applicant appointed to a classified position must meet minimum training and experience requirements as established under the advertising rate.
- H. New appointments will be made at the minimum salary for the advertising rate unless the applicant's qualifications for the position are exceptional. (See the policy on Pay Plan for Classified Employees for information on hiring an employee above the entry level salary.)
- I. Each newly appointed employee must serve a probationary period of one year, during which a determination will be made if the employee is performing the duties and responsibilities of the position in a satisfactory manner. If it is determined that the employee is not performing satisfactorily or is otherwise unsuited for the position, the supervisor should contact the USC Division of Human Resources or the campus Human Resources Officer before the employee's probationary period ends..
- J. Interviewing for Transfer or Promotion  
A current University employee may be given reasonable time away from the job to interview for another University position if arrangements are made in advance with the supervisor. If such arrangements are not made, the employee must use annual leave.
- K. Minimum Age Requirements
  - 1. Persons under the age of 18 may be employed only upon the approval of the campus Human Resources Officer on the regional and senior campuses or the Employment Manager on the Columbia campus.
  - 2. South Carolina labor laws cover a variety of prohibitions related to the minimum age of workers, depending upon the nature of the work, the degree of hazard and the requirements of special occupations. Questions about child labor laws should be addressed to the Employment Manager on the Columbia campus.
- II. Procedure
  - A. Recruitment
    - 1. The recruitment of classified, research grant, time-limited, or unclassified staff

employees is the responsibility of the USC Division of Human Resources through the Employment Office on the Columbia campus and through the Human Resources Officers on the regional and senior campuses.

2. Recruitment for and appointment to classified positions covered by this policy will be undertaken only for positions which have been approved, budgeted and classified in accordance with the classification and compensation policy. The process of obtaining administrative approval to establish or fill positions is subject to change depending upon budgetary or other considerations.
3. All vacant positions covered by this policy must be advertised on USC Jobs, the University's online application system. Vacancies must be filled with applicants who apply through USC Jobs.
4. Vacancies must be listed on USC Jobs even if it seems likely that a vacancy will be filled by a promotion or transfer of an internal candidate. Due consideration must be given to all qualified applicants who apply through USC Jobs.
5. Recruitment Sources  
The Columbia Campus Employment Office and campus Human Resources Officers use a variety of recruitment sources to attract a broad range of qualified applicants. These sources may include but are not limited to:
  - a. Vacancies from all USC campuses are advertised on USC Jobs at <http://uscjobs.sc.edu>. Vacancies are advertised for a minimum of seven calendar days and job openings and closings are updated daily. Applicants may check the status of their applications online.
  - b. Bulletin boards located in the Division of Human Resources, the Employment Office and at other locations on the regional and senior campuses.
  - c. The recruitment unit of the South Carolina Office of Human Resources advertises vacancies from all state agencies at <http://www.jobs.sc.gov>.
  - d. Classified and on-line advertisements in newspapers, professional journals and specialty publications may be used in addition to USC Jobs.
  - e. Information about vacancies is shared with colleges, universities, professional schools, placement agencies and community organizations.

## B. Advertising Positions

1. All classified, research grant, time-limited, and unclassified staff vacancies must be advertised on USC Jobs. Departments send a requisition to USC Jobs to the Division of Human Resources, Office of Salary Administration. Salary Administration reviews the requisition and verifies that the position has been established and/or vacated and that the training and experience required by the department is consistent with the duties and the classification level of the job.
2. In addition to advertising on USC Jobs, departments may advertise in journals, newspapers and specialty publications with the advance approval of the Employment Manager.
3. Positions must be advertised initially for at least seven calendar days.
4. If training and/or experience requirements change after the position has been advertised, the position description must be updated through the Office of Salary Administration and advertised for seven calendar days with the new requirements.
5. All advertisements must carry the statement that the University of South Carolina is an Affirmative Action/Equal Opportunity Employer.

C. Receipt of Applications

1. Applicants must complete an online application to be considered for a position. Applications must be received by the posted closing date.
2. Applications for employment, letters of application, resumes, oral or written inquiries, e-mails, or placement credentials received directly by departments are not valid applications for employment and will not be retained or considered for future vacancies.

D. Screening of Applications

1. Initial screening of applications is conducted by the Employment Office staff on the Columbia campus and the campus Human Resources Officer on the regional and senior campuses.
2. Applications are screened against the advertised training and experience requirements. Applicants who do not meet the advertised requirements will not be referred to the department for consideration.

E. Referral to the Hiring Department

1. The Employment Office staff or campus Human Resources Officer will send the applications of those who meet the advertised requirements to the hiring department.
2. Hiring officials should interview only those applicants referred by the Employment Office staff or campus Human Resources Officer.

F. The Departmental Interview

1. The interview provides information about the specific duties and responsibilities of the position and provides applicants the opportunity to describe their qualifications.
2. Information solicited from an applicant during the interview or through a reference check must be relevant to the duties and responsibilities of the position without reference to race, color, national origin, sex, age, disability, sexual orientation, or veteran status.
3. The hiring official must interview a reasonable number of applicants referred by the campus Human Resources staff or Employment Office Officer. Those interviewed should be the most qualified of the applicants referred.
4. When the finalists have been determined, the hiring official must conduct job reference checks and background checks in accordance with the University's Job Reference and Background Checks Policy HR 1.90.

G. Selection

1. The person to whom the position is offered must be selected only from those applicants referred by the Employment Office staff or the campus Human Resources Officer.
2. The offer must be made on the basis of the person's qualifications to perform the duties of the position.
3. No applicant should be selected solely on the basis of race, color, national origin, religion, age, sex, disability, sexual orientation, or veteran status. However, when selecting from among similarly qualified applicants for a position in a department or job category in which women or minorities are underutilized, the University's affirmative action goals should be considered as one factor in the selection process.

4. The department must inform the Employment Office staff or campus Human Resources Officer when an offer has been made and when the vacancy has been filled. For those who applied for the position, notice that the position has been filled will be on USC Jobs.

#### H. Post-Selection Procedures

1. If hiring an external candidate, the department sends an Authorization for State Slotted Hire, Form PBP-1 (or, in the case of a Research Grant position, a PBP-2), to the Employment Office or campus Human Resources Office as soon as the offer has been accepted. The form must be accompanied by the applicant's signed application. The "For Hiring Department Only" section of the application must be completed. In addition, a completed I-9 form, E-Verify documentation, and signed position description must be submitted with the hiring paperwork.
2. For an internal candidate transferring or promoting into a position, the Request for Human Resources Action, Form HR27 (instead of the PBP-1), must be sent along with the signed application and position description.
3. The department must electronically dispose of all remaining applications on USC Jobs before the hiring documents can be processed by the Employment Office.
  - a. Change the status of all applicants not selected for an interview to "Not Hired," Reason: "Not Selected for Interview."
  - b. Change the status of all interviewed applicants to "Interviewed" and provide the date of the interview. Then change the status of interviewees not hired to "Not Hired" along with the reason. Reasons must be based upon the position requirements and the qualifications of the candidate.
  - c. Change the status of the applicant selected for the position to "Offered Job."
4. The Employment Office will change the status of the position to "Filled" when the hiring documents are received. For those who applied for the position, notice that the position has been filled will be available on USC Jobs.

#### IV. Reason for Revision

Policy updated to amend the non-discrimination statement to include sexual orientation, to

eliminate the section on exceptions to open recruiting, and to make the policy consistent with requirements of the online application system. Policy also revised to include research grant, time-limited and unclassified staff employees.