SUMMARY:

This document sets forth the method in which classified positions are filled to ensure applicants and existing employees receive full and fair consideration for positions in which they are qualified.

POLICY:

I. POLICY

A. This document sets forth the method for filling vacant classified positions within Coastal Carolina University, pursuant to regulations of the South Carolina Office of Human Resources.

B. The appointment, transfer and promotion policy of Coastal Carolina University is designed to assure that:

   1. All qualified applicants receive full and fair consideration for employment without regard to race, color, religion, sex, national origin, age, disability or status as a disabled veteran or veteran of the Vietnam era;
   2. All 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 with those persons who are best suited to perform the duties and responsibilities of the positions;
   5. Vacancies comply with the provisions of the Americans with Disabilities Act.
C. Responsibility for Administration

1. The Office of Human Resources and Equal Opportunity (HREO) is responsible for developing and administering the policy on appointment, transfer and promotion.

2. HREO is responsible for the recruitment, advertising, testing as applicable and initial screening of applicants for employment.

3. The administrative head of each department has the authority, responsibility and accountability for the selection of employees.

4. Selection decisions are subject to review by the Executive Director of Human Resources and Organizational Development or designee. In the case of a complaint or contract or grant pre-award review, selection decisions may also 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.

D. Classified vacancies will be filled through an open recruitment conducted by HREO.

E. No person will be appointed to or separated from a position because of to race, color, religion, sex, national origin, age, disability or status as a disabled veteran or veteran of the Vietnam era.

F. Discrimination on the basis of age in employment is prohibited except where specific age requirements are stated in job class specifications of the South Carolina Office of Human Resources.

G. Persons with disabilities will be given equal consideration for appointments or transfers for which they are qualified.

H. Any person appointed to a classified position at Coastal Carolina University must meet minimum training and experience requirements established in the specifications for the class to which appointed.

I. New appointments will be made at the minimum salary for the pay band unless the applicant’s qualifications substantially exceed the position requirements.

J. Each newly appointed employee must serve a probationary period of one year. The probationary period is designed to determine whether the employee is capable of doing the job for which he/she was hired. If it is determined during the probationary period that the employee is not able to perform the duties and responsibilities of the position, the employee must be terminated before the probationary period ends.

K. An employee may be given reasonable time off from the job for the purpose of being interviewed for transfer or promotion to another University position.
L. Minimum Age Requirements

1. Persons under the age of eighteen (18) may be employed only upon the approval of HREO.

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 HREO.

M. Exceptions to Open Recruitment

1. If an emergency situation exists requiring a vacancy to be filled immediately, certification of the emergency must be made to and approved by the University President or designee, waiving the posting requirement at the University and state level.

2. If the University decides to promote an employee one (1) organizational level above the employee’s current level, the posting requirement may be waived.

3. If an employee is reassigned to another position.

4. An employee, in lieu of a Reduction in Force, is moved to a vacant position.

5. The University demotes an employee for disciplinary or performance reasons to another position.

II. PROCEDURE

A. Recruitment

1. The recruitment of non-academic employees is the responsibility of HREO.

2. Recruitment and appointment to classified positions will be undertaken only for positions which have been approved, budgeted and classified in accordance with University policy. The process of obtaining administrative approval to establish or fill positions is subject to change depending upon budgetary or other considerations.

3. All classified position vacancies for which recruitment is taking place, whether newly established or vacated, must be posted by HREO. Vacancies must be filled with applicants forwarded by HREO.
4. Recruitment Sources

In order to attract a broad range of qualified applicants, HREO uses a variety of recruitment sources to publicize employment opportunities at the University. These sources may include but are not limited to:

a. listings with local Department of Employment and Workforce;
b. classified advertisements in newspapers, professional journals and specialty publications;
c. electronic postings; and
d. contacts with colleges, universities, professional schools, placement agencies and community organizations.

B. Advertising Positions

1. The minimum training and experience established by the department is reviewed for consistency with the duties and the classification level of the job.

2. Positions may be advertised in journals, newspapers, specialty publications and websites with approval from HREO.

3. Positions must be advertised initially for at least five (5) work days. Internal searches and/or promotions involving not more than one organizational level above the employee’s present level may be an exception to open recruitment.

4. All advertisements must carry the statement that Coastal Carolina University is an Equal Opportunity/Affirmative Action Employer.

5. If the minimum training and/or experience requirements change after the position has been advertised, the position must be re-advertised with the new requirements.

C. Receipt of Applications

1. In order to be considered for a position, all applicants must complete the online University employment application. An application must be submitted for an active posted job by the deadline. Any supplemental documents requested in the job posting must also be submitted by the posted deadline.

2. Applications for employment, resumes, oral or written inquiries or other credentials received by departments are not valid applications for employment. Such information will not be committed to or retained for future vacancies.

D. Screening of Applications

1. System screening of applications is handled by HREO.
2. The screening process is conducted within the established training and experience requirements for performing the job in order to determine which applicants possess the qualifications that meet or exceed the specified advertised requirements.

3. Applicants who do not meeting the advertised requirements will not be considered.

4. Applications are also screened by the EEO Officer or designee to ensure Affirmative Action Plan compliance.

5. A criminal background check, education/work history investigation, pre-employment physical, skills tests, alcohol and drug and other checks/tests may be required of applicants for certain positions.

E. Referral

1. Applicants who meet the minimum training and experience requirements for the position will be referred to the hiring department. It is the responsibility of the department to confirm system screening results for minimum qualifications.

2. Hiring supervisors should choose candidates for interview only from those applicants forwarded by HREO.

F. The Departmental Interview

1. The interview serves the following purposes:
   a. it provides the interviewer an opportunity to give applicants detailed information about the specific duties and responsibilities of the position;
   b. it provides applicants the opportunity to describe their qualifications in relation to the position duties and responsibilities.

2. Information solicited during an interview or outside of the interview about an applicant must be relevant to the duties and responsibilities of the position without reference to race, color, religion, sex, national origin, age, disability or status as a disabled veteran or veteran of the Vietnam era unless any such consideration is unquestionably job-related and non-discriminatory in effect.

3. The hiring supervisor must interview a reasonable number of applicants referred by HREO.

4. When the hiring supervisor has determined the final candidates for the position, he/she should attempt to verify each candidate's education, past work and training experience. HREO will assist in the verification of credentials if requested to do so by the hiring official.
G. Selection

1. The person to whom the position is offered must be selected from those applicants referred by HREO.

2. Final selection must be made on the basis of the position requirements and the qualifications of the candidates to perform the duties of the position.

3. No candidate should be selected solely on the basis of race, color, religion, sex, national origin, age, disability or status as a disabled veteran or veteran of the Vietnam era. 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 Plan goals should be considered as one factor in the selection process.

4. The department should inform HREO when a candidate has been selected.

H. Post-Selection Procedures

1. If hiring an internal or external candidate through a recruited search, the hiring department must submit to HREO a request to hire a classified employee form. The form must be accompanied by a copy of reference checks and a Personnel Action Form (PAF). If a hire above the minimum salary is requested, a memo of justification must be submitted.

2. The department must identify applicants not selected for hire and enter the reason for non-selection of each applicant in the electronic applicant tracking system before the new hire forms can be processed. Reasons must be valid, specific, objective and based upon the position requirements and qualifications of the applicant.

4. The President or designee must approve all hires.