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SUMMARY:

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

POLICY:

I. DEFINITIONS

A. Classified staff- Classified staff are FTE (slotted) positions as defined in Coastal Carolina University’s (CCU) Classification Plan, FAST HREO 239.

B. Unclassified Administrator (non-academic)- Unclassified staff are non-academic FTE (slotted) positions which are not covered by the CCU Classification Plan.

C. Other staff- For this policy, other staff refers to time-limited, research grant, temporary grant, athletic coaches and athletic administrators.

D. Temporary positions- Refer to Temporary Employment, FAST-HREO 229.
II. This document sets forth the method for filling vacant staff positions within Coastal Carolina University pursuant to regulations of the South Carolina Division of State Human Resources.

A. 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, sexual orientation, gender identity, gender expression, national origin, age, genetic information, mental or physical 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. Applicants are recruited and referred to departments with posted vacancies;
4. Equal Opportunity Employment (EEO) reviews will be conducted for jobs searches during the recruitment process;
5. Vacancies are filled with those persons who are best suited to perform the duties and responsibilities of the positions; and
6. Vacancies comply with the provisions of the Americans with Disabilities Act.

B. Responsibility for Administration
1. Human Resources and Equal Opportunity (HREO) is responsible for developing and administering the policy on appointment, transfer, promotion and associated procedures.
2. HREO is responsible for the recruitment, advertising, testing as applicable and system 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 Director of Human Resources or designee.
5. The hiring manager is responsible for ensuring all HREO hire paperwork is completed prior to a selected candidate’s first work day. Of note, the I-9 Form, Section One must be completed on or before the first day of work for pay and must be completed by the candidate/employee. Failure of the candidate/employee to complete the I-9 Form, Section One on or before the first day of work for pay may result in a $1,000 sanction to the hiring department for potential subsequent fines by federal and state compliance agencies.

C. Classified vacancies will be filled through open recruitment facilitated by HREO. In accordance with the South Carolina Code of Law, Section 8-11-120, classified positions should be advertised for at least five (5) work days.

D. The Hiring Official, in consultation with the department/administrative unit head, will be responsible for identifying a Search Chair/Team, if one is to be established. The search team will have the authority to select candidates for interviews and make hiring recommendations.
D. Any person appointed into a staff position at CCU must meet minimum training and experience requirements as established.

E. An employee may be given reasonable time off from the job for the purpose of being interviewed for transfer or promotion to another CCU position.

F. Minimum Age Requirements
   1. CCU has an established policy on the Employment of Minors (under the age of 18). Refer to FAST-HREO 228.

G. 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 CCU and at the 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 by the President or designee, the posting requirement may be waived.
   4. If an employee, in lieu of a Reduction in Force, is moved to a vacant position, the posting requirement may be waived.
   5. If an employee is demoted for disciplinary or performance reasons to another position, the posting requirement may be waived.

H. CCU’s President or designee must approve all hires.