



Policy Title:	Staff Recruitment and Employment
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Policy Management Area(s):	Human Resources and Equal Opportunity

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POLICY:

It shall be the policy of Coastal Carolina University to fill vacant staff positions within Coastal Carolina University pursuant to regulations of the South Carolina Division of State Human Resources.

- I. The appointment, transfer, and promotion policy of Coastal Carolina University is designed to assure that:
 - A. 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.
 - B. All current employees are provided an equal opportunity to explore and seek other positions for career advancement.
 - C. Applicants are recruited and referred to departments with posted vacancies.

- D. Equal Opportunity Employment (EEO) and Veterans Preference reviews will be conducted for jobs searches during the recruitment process.
- E. Vacancies are filled with those persons who are best suited to perform the duties and responsibilities of the positions.
- F. Vacancies comply with the provisions of the Americans with Disabilities Act.

PROCEDURE:

I. DEFINITIONS

- A. Classified staff - Classified staff are FTE (slotted) positions as defined in Coastal Carolina University's (CCU) Classification Plan, FAST 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- 229.

II. ADMINISTRATION

- A. Human Resources and Equal Opportunity (HREO) is responsible for developing and administering the policy on appointment, transfer, promotion, and associated procedures.
- B. HREO is responsible for the recruitment, advertising, testing (as applicable), and system screening of applicants for employment.
- C. The administrative head of each department has the authority, responsibility, and accountability for the selection of employees.
- D. Selection decisions are subject to review by the vice president for HREO or designee.
- E. The hiring official 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.
- F. Classified vacancies should 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 work days.

- G. The hiring official, in consultation with the department/administrative 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.
- H. Any person appointed into a staff position at CCU must meet minimum training and experience requirements as established.
- I. 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.
- J. Minimum Age Requirements - CCU has an established policy on the Employment of Minors (under the age of 18). Refer to FAST- 228.

K. Internal Posting

- 1. Internal posting of staff positions at the University level may be considered under certain circumstances:
 - a. The position is a promotional opportunity that requires work experience within CCU.
 - b. It is anticipated there will be a sufficiently qualified, diverse applicant pool.

Such posting requests must be made in writing, have the support of the appropriate administrative channel where the vacancies exist, and require approval of the president (or designee). HREO must also support the requests.

- 2. Internal postings within a specific department may also be considered in the case of departmental organizational changes that will not result in an increase in overall staffing or when it is anticipated that only incumbents in the department would qualify for the position based on the unique aspects of the vacancy. For consideration, refer to II.KG.1.b.
- 3. If a sufficiently qualified applicant pool is not expected and/or internal recruitment does not produce a sufficient, diverse, qualified pool, the position will be subject to open recruitment.
- 4. Approved internal postings for staff positions will be posted for five work days.

L. Exceptions to Open Recruitment

- M. 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.

1. If the University decides to promote an employee one organizational level above the employee's current level, the posting requirement may be waived.
 2. If an employee is reassigned to another position by the president or designee, the posting requirement may be waived.
- N. If an employee, in lieu of a Reduction in Force, is moved to a vacant position, the posting requirement may be waived.
1. If an employee is demoted for disciplinary or performance reasons to another position, the posting requirement may be waived.
 2. The posting requirement may be waived for staff positions exempted under of the South Carolina Code of Laws with the approval of the president or designee.
- O. Community Engagement/Service - CCU is committed to community engagement/service. Reference to community engagement should be included in job postings, when applicable.
- P. CCU's University President or designee must approve all hires.