

New Jersey Institute of Technology's

## **EMPLOYMENT PROCESSING POLICY & PROCEDURE**

### **PREFACE**

Development and maintenance of the university's position and personnel structure and roster, is central to the realization of the university's mission. In furtherance of efficient and effective implementation of position structure, roster and associated compensation policy, effective \_\_\_\_\_, 2002 the following represents the university's employment processing policy and procedure.

### **UNIVERSITY POSITION ROSTER**

The university roster of positions will evidence a dynamism that is inherent in organizational structure that is committed to facilitation of excellence and continuing adaptation to the changing needs of its constituencies. Therefore, both permanent and temporary as well as full and part-time positions of varied structure, character and function will comprise the university's position roster.

Permanent positions are those planned and expected, at inception, to continue from year to year as an optimally encapsulated grouping of work functions on behalf of the university. While permanency is relative to continuing need, funding and priority, these positions make up the core workforce of the university.

Temporary positions are those targeted toward meeting necessary short-term objectives and/or are utilized to fill staffing vacancies for a limited time. These positions are, by their nature, of limited existence and will normally, only be approved and funded for periods of no more than one (1) year in duration. Under exceptional circumstances temporary positions may continue beyond one year.

### **PERSONNEL ACTIONS**

Personnel actions, as a function and ultimately an index of the character and quality of university management, are myriad in type, volume and level of significance. Initiated at various levels within the management structure, the authority to make and enforce personnel decisions and resulting actions is governed by extant policy. However, authority to hire, promote, adjust salary and terminate employment is a crucial, senior level decision entrusted to the university's senior staff (or their formally approved managerial designee(s)).

**POSITION, PERSONNEL & COMPENSATION CONTROL**

Regardless of funding source (e.g. university, contract, grant), level or type of position and/or senior level personnel action, the authority to create, amend and delete the university’s roster, character of and associated compensation for positions and/or associated personnel is reserved for and among the university’s senior staff as follows:

**I. PERMANENT POSITIONS**

	<b><u>REQUESTED POSITION &amp; RELATED ACTION(S)</u></b>	<b><u>ACADEMIC DEPT. POSITIONS</u></b>	<b><u>RESEARCH POSITIONS</u></b>	<b><u>ALL OTHERS</u></b>
1.	New Position/Personnel & requiring Additional <i>Personnel</i> Budget	<b>President</b> (in consultation w/Provost & Sr. VP of Admin.)	<b>President</b> (in consultation w/V.P. for <i>Research &amp; Dev</i> & Sr. VP of Admin.)	<b>President</b> (in consultation w/V.P. & Sr. VP of Admin.)
2.	Existing Position/Personnel & requiring Additional <i>Personnel</i> Budget	<b>President</b> (in consultation w/Provost & Sr. VP of Admin.)	<b>President</b> (in consultation w/V.P. for <i>Research &amp; Dev.</i> & Sr. VP of Admin.)	<b>President</b> (in consultation w/V.P. & Sr. VP of Admin.)
3.	New Position/Personnel & Reallocation of Existing Area <i>Personnel</i> Budget	<b>Provost</b> (in consultation w/Relevant Senior Staff)	<b>V.P. for R &amp; D</b> (in consultation w/Relevant Senior Staff)	<b>Vice President</b> (in/consultation w/Relevant Senior Staff)
4.	New Position/Personnel & Existing <i>Personnel</i> Budget	<b>Provost</b> (in consultation w/Relevant Senior Staff)	<b>V.P. for R &amp; D</b> (in consultation w/Relevant Senior Staff)	<b>Vice President</b> (in consultation w/Relevant Senior Staff)
5.	Existing Position/Personnel & Reallocation of Existing Area <i>Personnel</i> Budget	<b>Provost</b> (in consultation w/Relevant Senior Staff)	<b>V.P. for R &amp; D</b> (in consultation w/Relevant Senior Staff)	<b>Vice President</b> (in consultation w/Relevant Senior Staff)
6.	Existing Position/Personnel & Existing <i>Personnel</i> Budget	<b>Provost</b> (in consultation w/Relevant Senior Staff)	<b>V.P. for R &amp; D</b> (in consultation w/Relevant Senior Staff)	<b>Vice President</b> (in consultation w/Relevant Senior Staff)

**II. TEMPORARY POSITIONS**

1.	Less than 1 year	-Same as above-
2.	Greater than 1 year	Vice President, unless additional personnel budget is required.

**III. LIMITATIONS ON POSITION, PERSONNEL AND COMPENSATION CONTROL**

*The authority to effect changes to the position roster, associated personnel roster and related compensation, including by way of illustration only, reclassifications, reorganizations and the setting of initial salaries upon hire, is subject to full adherence to policy, as it exists, concerning position character and attributes, personnel actions and compensation policy parameters.*

*Positions may not be created, amended or reclassified or otherwise altered in compensation using “other-than-personnel” (OTP) funds, as the source for an on-going commitment as OTP are, by nature, transient. The use of “OTP” funds in one year does not imply “replenishment” in subsequent periods.*

**PROCESSING PROTOCOL:** The process by which both positions are created, amended, deleted and packaged and personnel actions are effected should maximize efficiency, ensure both quality control and policy compliance and provide effective communication. Such a process demands express consideration and accountability of the signatories, frequent communication between and among them and careful attention to and respect for the different responsibilities comprising the process.

An authorized position shall be accompanied by a position description, approved classification and compensation program, EEO designation, FLSA designation, bargaining unit or non-aligned identification and accompanying terms and conditions of employment designation. The Department of Human Resources shall consult, as necessary, with relevant Senior Staff, relative to policy parameters and compliance and shall maintain appropriate positional histories, providing periodic reports of same to Senior Staff.

In furtherance of this protocol, the following order of authority to proceed, review, route, approve and implement is established:

1. The duly authorized officer as set out above, following review with the affected department and consideration as to both the need and priority of the action and the adequacy of the proposed package, directs, in writing, the department to proceed with the position, personnel and/or compensation adjustment.

2. The Department of Human Resources provides recommendation regarding classification, compensation, employee unit affiliation, terms and conditions of employment designation and personnel actions, in compliance with policy and as appropriate to the action.
  - a. Proposed positional and/or related compensation adjustments will be accompanied by:
    - i. a thorough job description or a completed position information questionnaire;
    - ii. rationale and need for the proposed position, and/or compensation adjustment;
    - iii. a certification of *personnel* budget.
  - b. Personnel actions will be preceded by review and documentation, as appropriate, to the proposed action.
  - c. Continuous dialogue, including published rosters of work in progress will be provided to the appropriate Vice President for prioritization and project efficacy.
3. The Office of Compliance & Community Relations provides EEO issue identification and recommendation as well as market, recruitment, and search process recommendation for position roster adjustments.
  - a. EEO issue identification and recommendation relative to personnel actions shall precede Human Resources review and designation in the approval process.
4. The Office of Budgets and/or the Office of Grants Administration, provides fund source/savings, identification and verification and position control designation, as necessary and appropriate.
5. The senior level authority set out above, provides final review, pending issue resolution and signatory approval.
6. Exceptions to employment policy are reserved for the President who shall consult with the university Operations Committee in responding to a Vice President's endorsement to a requested policy exception.

7. Implementation, as appropriate, by and through the Department of Human Resources, the Payroll Department and/or the Office of University Communications as the authorization calls for will be effected and periodically audited and reported back to the Senior Staff.

These processes may, in some circumstances, entail significant review and, correspondingly, a considerable period of time. In many circumstances, the process should be completed in a matter of a few days. When packaged appropriately, *completely* and in conformity with policy and process, positional and/or personnel actions of a routine nature will be processed within seven to ten working days from the time the approval to proceed is forwarded. An understanding of the process and collegial communication concerning the process is essential to its efficacy. In furtherance of this protocol, an on-line interactive, tracking and information system shall be devised, implemented and amended as appropriate. Periodic briefings and orientation of process will be provided through a collaborative effort between the Department of Human Resources and the Office of Employment Policy, Training and Development.

**APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2002.**

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Robert A. Altenkirch, President

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William Van Buskirk, Provost & Sr. Vice President for Academic Affairs

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Henry Mauermeyer, Senior VP, Administration and Treasurer

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Robert H. Avery, Vice President and General Counsel