

<b>ADMINISTRATIVE DIVISION</b> HR Division of Human Resources	<b>POLICY NUMBER</b> HR 1.24
<b>POLICY TITLE</b> Recruitment and Appointment of Classified, Unclassified, Research Grant, and Time Limited Employees	
<b>SCOPE OF POLICY</b> USC System	<b>DATE OF REVISION:</b> August 13, 2020
<b>RESPONSIBLE OFFICER</b> Vice President for Human Resources	<b>ADMINISTRATIVE OFFICE</b> Division of Human Resources

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## **PURPOSE**

This policy communicates the uniform system for filling vacant classified, unclassified, research grant, and time-limited, positions within the University of South Carolina.

## **DEFINITIONS**

**Class:** A group of positions sufficiently similar in the duties performed; degree of supervision exercised or received; minimum requirements of education or experience; and the knowledge, skills, and abilities required that the Division of State Human Resources applies the same State class title and the same State salary range to each position in the group.

**Classified Position:** A position that has been assigned to a classified State title and a State class.

**Demotion:** The assignment of an employee by the appointing authority from one established position to a different established position having a lower State salary range or, for employees in positions without a State salary range, assignment of a lower rate of pay to the employee except when the employee's job duties also are decreased for non-punitive reasons.

**Full-Time Equivalent (FTE):** A position authorized by the General Assembly which is expressed as a numerical value as a percentage of time in hours and of funds.

**Internal Job Posting:** A job posting for which only current employees of the University of South Carolina are eligible to apply.

**Position:** Those duties and responsibilities constituting a single job.

**Promotion:** The assignment of an employee by the appointing authority from one established position to a different established position having a higher State salary range or, for positions without a State salary range, having a higher rate of pay.

**Reassignment:** Movement within an agency of an employee from one position to another position having the same State salary range, or the movement of a position within an agency which does not require reclassification.

**Reduction in Force (RIF):** The procedure used by the university to eliminate or reduce a portion of one or more filled FTE positions in one or more organizational units within the University due to budgetary limitations, shortage of work, organizational changes, outsourcing or privatization.

**Research Grant Position (RGP):** A type of non-FTE position which is funded by federal grants, private foundation grants, research grants, medical school practice plans, individual private gifts, externally generated revenue for service testing agreements and grant generated revenue or a combination of these funding sources. RGP employees are not covered employees.

**Time-Limited (TL):** A full or part-time non-FTE position hired to fill a position with time-limited project funding approved or authorized by the appropriate State authority, and who is not a covered employee.

**Unclassified Position:** A position that has been assigned to an unclassified State title.

## **POLICY STATEMENT**

It is the policy of the University of South Carolina to ensure qualified individuals, both internal and external applicants, receive full and fair consideration for classified, research grant, time-limited, and unclassified positions. Vacancies will be filled by those applicants who are best suited to perform the duties and responsibilities of the positions. Current employees are provided an equal opportunity to explore and seek other positions for career advancement. The university does not discriminate in educational or employment opportunities on the basis of race, sex, gender, gender identity, transgender status, age, color, religion, national origin, disability, sexual orientation, genetics, protected veteran status, pregnancy, childbirth or related medical conditions.

### **A. Responsibility**

The Division of Human Resources is responsible for administering the policy on appointment, reassignment, and promotion of classified, research grant, time-limited and unclassified employees.

1. On the Columbia campus, the Office of Talent Acquisition is responsible for recruitment, advertising, and testing as applicable.
2. At the Comprehensive Universities and Regional Palmetto Colleges the campus Human Resources Officer is responsible for recruitment, advertising, testing as applicable, and screening applications.

#### B. Vacant Positions

Vacant positions will be filled through open recruitment except as follows:

1. When a position can be filled from existing employees within the organizational unit in which the vacant position resides.
2. When the division, school, college or campus determines the job can be filled internally and wants to advertise the position through the internal posting mechanism. See section C. Staff Internal Postings.
3. When an employee is reassigned within a division, school, college, institution or campus.
4. When an employee is reassigned for reasons related to the ADA, or other extenuating circumstances.
5. When an employee, in lieu of a Reduction in Force, is moved to a vacant position.
6. When an employee is demoted for disciplinary or performance reasons to another position.
7. When the position is an athletic coach or an unclassified employee in the athletic department.

#### C. Staff Internal Postings

Internal Postings may be used for staff when the ideal candidate for the position may be sourced from existing University of South Carolina employees. The process ensures the employees are made aware of and have the opportunity to apply for open positions before considering external candidates. Only current USC employees in FTE, Time Limited and RGP positions will be considered as internal candidates. The employee must be employed by the university at the time of the offer. Internal postings must be approved in advance by the Division of Human Resources.

#### D. Anti-Discrimination

1. No one will be appointed to a position because of race, sex, gender, gender identity, transgender status, age, color, religion, national origin, disability, sexual orientation, genetics, or protected veteran status.
2. Discrimination in employment on the basis of age is prohibited except where specific age requirements are stipulated by law or regulation.
3. The university hires only U.S. citizens or individuals who are legally authorized to work in the United States. Appropriate verification of eligibility is required; for non-U.S. Citizens, the hiring unit must consult with the Office for International Scholars. USC participates in the federal E-verify program.

#### E. Qualifications and Compensation

1. An applicant appointed to a classified position must meet minimum training and experience requirements of the position.
2. An applicant appointed to an unclassified position must meet the advertised minimum requirements.
3. New appointments will be made at the minimum salary for the advertising rate unless the applicant's qualifications for the position exceed the minimum requirements of the position. Any salary above the minimum advertised rate must be approved by the Division of Human Resources prior to extending an offer of employment.

#### F. Interviewing for Reassignment or Promotion

Current university employees 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 appropriate leave.

#### G. Minimum Age Requirements

The University of South Carolina abides by all State and Federal laws governing the minimum age of workers.

#### H. Recruitment

1. Recruitment for and appointment to classified positions will be undertaken only for positions which have been approved, budgeted and classified. Administrative approval to establish or fill positions is subject to change depending upon budgetary or other considerations.
2. Recruitment Sources

The University of South Carolina uses a variety of recruitment sources to attract a broad range of qualified applicants. These sources include, but are not limited to:

- a. Vacancies from all USC campuses are advertised on USC Jobs at <http://uscjobs.sc.edu>. Job openings and closings are updated daily. Applicants can check the status of their applications online.
- b. The Division of State Human Resources advertises vacancies from all state agencies at <http://www.jobs.sc.gov>.
- c. All staff positions are listed by the South Carolina Department of Employment and Workforce at <http://jobs.scworks.org>.
- d. Departments may advertise in journals, newspapers, online, and specialty publications. The department must notify the Office of Talent Acquisition or campus Human Resources Officer of advertisements placed outside of USC Jobs to review for approval.
- e. Information about vacancies may be shared with colleges, universities, professional schools, placement agencies and community organizations.

#### I. Advertising Positions

1. All vacant positions covered by this policy must be advertised on USC Jobs, the university's online application system except where noted in Section B.
2. Due consideration must be given to all qualified applicants who apply through USC Jobs.
3. Positions must be advertised initially for at least five working days.
4. All advertisements must carry an affirmative action/equal opportunity statement. Whenever possible the advertisement should contain the statement, "The University of South Carolina does not discriminate in educational or employment opportunities on the basis of race, sex, gender, gender identity, transgender status, age, color, religion, national origin, disability, sexual orientation, genetics, protected veteran status pregnancy, childbirth or related medical conditions." In instances where words are limited or costs are prohibitive, the advertisement must at minimum state that the "University of South Carolina is an Affirmative Action/Equal Opportunity institution. Women and minorities are encouraged to apply."

#### J. 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.

#### K. Screening of Applications

1. Applications must be screened against the advertised minimum qualification requirements. Applicants who do not meet the advertised requirements should not be considered for interview and cannot be hired.
2. In addition to the minimum requirements, preferred qualifications may be used as an additional screening tool to assist in selecting the best candidate for the position.

#### L. Interviews

Interviews provide information about the specific duties and responsibilities of the position and provide applicants the opportunity to describe their qualifications.

1. 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, gender, gender identity, transgender status, age, religion, disability, sexual orientation, genetics, or protected veteran status.
2. Interviews must be conducted in a professional manner and must not include unlawful or inappropriate questions.
3. A reasonable number of applicants provided through USC Jobs must be interviewed.
4. Those interviewed must be the most qualified of the applicants.
5. Job reference checks and background checks must be conducted in accordance with university policy HR 1.90 Job Reference and Background Checks.

#### M. Selection

1. The administrative head of each department has the authority, responsibility and accountability for the selection of employees.
2. The hiring unit has the responsibility to document the search and maintain the official

search file for the position.

3. The person to whom the position is offered must be selected only from those applicants who meet the minimum qualifications and are provided through USC Jobs.
4. A hiring proposal, including any salary above the minimum advertised rate, must be submitted to and approved by the Division of Human Resources prior to extending an offer.
5. The offer must be made on the basis of the person's qualifications to perform the duties of the position.
6. No applicant will be selected solely on the basis of race, color, national origin, sex, gender, gender identity, transgender status, age, religion, disability, sexual orientation, genetics, or protected 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 will be considered as one factor in the selection process.
7. Selection decisions are subject to review by university, state or federal agencies including, the Director of Equal Opportunity Programs or Campus Affirmative Action Officer, 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.

## **PROCEDURES**

Procedures and general guidance related to this policy can be found on the Division of Human Resources website at <http://hr.sc.edu/>.

## **RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

[ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track and Non-Tenure-Track Faculty](#)

[ACAF 1.01 Recruitment and Appointment of Academic Administrators EOP](#)

[1.03 Prohibition of Unlawful Discrimination and Harassment](#)

[HR 1.39 Disciplinary Action and Termination for Cause](#)

[HR 1.45 Reduction in Force](#)

[HR 1.90 Job Reference and Background Checks](#)

## HISTORY OF REVISIONS

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
January 31, 2019	Updated to new format Renamed to better describe content and to provide parallel structure to other policies Allow internal postings for current employees Change name of organizational units Update statement of non-discrimination Clarify Information Removal of Procedures
August 13, 2020	Updated EEO statements.

