

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Recruitment and Employment	Section: I
	Subject: C.1
SUBJECT: To Establish and Fill a New Classified FTE Position	Effective: 06/05/09
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THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

TO ESTABLISH AND FILL A NEW CLASSIFIED FTE POSITION

- A. The department submits, through its appropriate administrative channels, a request to establish a new classified position along with a Position Description (PD) and organization chart to the Office of Human Resource Management (OHRM).
- B. Upon receipt of the request and supporting documents, OHRM classifies the position or submits the PD and organization chart to the Budget and Control Board Office of Human Resources for classification.
- C. When the position is approved by OHRM and/or the Budget and Control Board Office of Human Resources, a copy of the PD is sent through administrative channels to the department for its permanent record and for posting via the University's online employment system ([Employment Opportunities](#)). The position will be posted for a period of at least five work days. (If an emergency exists requiring the vacancy to be filled immediately, certification of the emergency must be made to and approved by the President to waive the five-day posting requirement.) Departments that need special recruiting services must coordinate with OHRM for newspaper and/or periodical advertising.
- D. A personal interview must be conducted with no fewer than three applicants for the vacant position (if there are less than three applicants, an interview must be conducted with those who applied). Interviewing and selection of employees must be in compliance with the University's Affirmative Action Policy.
- E. Any negotiations for hire above the minimum of the pay range must be approved by OHRM and/or the Budget and Control Board Office of Human Resources as well as the Budget Office prior to any salary commitment being made to the applicant. Any salary offer made without proper approvals will not be considered valid nor binding on the University.
- F. The department submits a request to hire the selected candidate through the University's online employment system's candidate approval process.
- G. No offer of employment or starting salary shall be extended without the prior approval of the President. Any such offer made will not be considered valid nor binding on the University.