

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

SECTION: Recruitment and Employment	Section: I
	Subject: C.2
SUBJECT: To Refill an Existing Classified FTE Position	Effective: 06/05/09
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**TO REFILL AN EXISTING CLASSIFIED FTE POSITION**

- A. When notification of an employee's separation is received, the department immediately completes an Employee Separation Notice ([Form P-31](#)) and forwards it, through administrative channels, to the Office of Human Resource Management (OHRM). The employee must return his or her South Carolina State University ID card to the supervisor and University keys to the Facilities Management Department.
- B. To refill an existing classified FTE position the department posts it via the University's online employment system ([Employment Opportunities](#)).
- C. 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.