



# FERRIS STATE UNIVERSITY

## HUMAN RESOURCES

### HR Related Policies & Procedures

Effective Date: June 15, 2016

FSU-HRPP 2016:14

## Hiring Process Exceptions

### COVERED EMPLOYEES

- All employees unless terms of a [collective bargaining agreement](#) apply.

### BOT POLICY

**Sec. 6-201. Statement of Principles.** It is the responsibility of the President, or his/her designee, to establish and administer recruitment methods and procedures that will serve to attract large, diverse applicant pools that will allow the University to select and hire qualified, talented employees while complying with applicable laws, regulations and policies.

### HR PROCEDURES/DESCRIPTION/DEFINITIONS

- I. The University recognizes the importance of a well-defined hiring process to ensure an open and equal opportunity for employment with the University. The University also recognizes that from time to time exceptions to that process may benefit the University. This policy defines the types of exceptions that may be encountered and the appropriate method to process exceptions.
- II. Exceptions - the possible exceptions may include:
  - A. An appointment without a search;
  - B. An expedited search (limited recruitment area and time).
- III. The exceptions might be utilized in the following circumstances, although this list is not meant to be all-inclusive and is given only to provide examples.
  - A. An opening is anticipated and a talented candidate is currently identified (i.e. second choice from a national search).
  - B. A spouse of a selected applicant/new hire is qualified for an open position.
  - C. An individual has experience or expertise that may assist a department or hiring area improve its outreach to and utilization of underrepresented groups.

- D. A position has a recent history of failed searches without an appropriate candidate being found and now a qualified candidate is available.
  - E. A temporary employee has worked out exceptionally well and should be converted into a continuing employee.
- IV. Before an exception may be granted certain requirements must be met.
- A. The candidate for appointment must meet the minimum qualifications for the position.
  - B. All new continuing FTE's must have Presidential approval.
  - C. Under most circumstances, the employees in the hiring department should have an opportunity for input prior to an appointment.
- V. Examples of personnel transactions that are not considered hiring process exceptions include the following. Part of the test in these kinds of transactions is that there is no vacancy and no hiring involved.
- A. A current employee's duties change enough to warrant a title change and/or salary adjustment due to taking on higher level duties.
  - B. A unit does a reorganization of duties that results in the same number of positions, and a realignment of duties, even if it results in higher level duties for a current employee.

## **RESPONSIBILITY**

Hiring Department: To obtain an exception, the hiring department, with the approval of the vice president of the hiring division, must submit a request to Human Resources (HR) and Equal Opportunity. The request must include the following:

- (1) Documentation that the appropriate conditions listed above have been met.
- (2) A job description and proposed salary for the position.
- (3) Detailed rationale for not using the regular hiring process, including how the exception will benefit the University.

Human Resources and Equal Opportunity: HR and Equal Opportunity will review the appropriateness of the request and submit the request with a recommendation to the President for final approval.

Refer Questions To: *Human Resources or Equal Opportunity*