July 14, 2011

TO: College Chairs, Directors and Administrators

FROM: Scott Smith

SUBJECT: Processing HR Actions for Staff Positions

I have inadvertently increased the probability of confusion and errors by allowing the inconsistent use of either email or paper copy at various points in the process of review and approval of personnel actions. This is somewhat confounded by the very gradual transition of Human Resources from paper to on-line forms. Also, we have several new unit administrators who are understandably unclear about the process for personnel actions.

At least until HR is further along with on-line processing, I am going back to requiring that all proposals to refill staff vacancies, update a JAQ, reclassify a position, or create a new staff position come to my office on paper. Of course, you are still welcome to contact me by email for a preliminary discussion of a staff action you are considering, and I will usually be able to give you an initial indication of whether or not this action will be routinely approved or will require further review and analysis. However, you should still submit a complete request on paper after that email communication.

Your written proposal should include:

- the relevant position number and title, if the action relates to an existing position
- the name of the most recent person in that position
- if the position is vacant or is expected to become vacant, the relevant dates
- the current and anticipated funding source for the position, the account number and the fund category (state, federal, grant,…)

If the action requires a JAQ, that should accompany the written proposal.

Your justification for the action can be very brief if it is a simple refill of a vacancy or a straightforward update of the JAQ. If it is a reclassification or a new position, you should include a little more detail.

Some budget units require the review and recommendation of an Associate Dean, I believe these are all listed below. In those cases, the unit administrator should submit the necessary paperwork to that Associate Dean, who will then forward it to my office, with their recommendation.

Review by Dean Cox: Diagnostic Lab, Reg Services, RCARS, WKREC, KTRDC
Review by Dean Henning: State offices for 4H, FCS, ANR, CES administration (county agent personnel actions are handled by a different process)