

University Policy and Procedure Change Form

Please complete this form to submit new policies and procedures or revisions to existing ones for official publication in the NSU *Policy and Procedure Manual*. Forward the completed form to Brigett Scott, Chair of the Policy and Procedure Committee email: Brigett.scott@nicholls.edu

<input type="checkbox"/> New or <input checked="" type="checkbox"/> Revised	Section Number/Title:
Effective date:	March 1, 2019
Source of Change:	<input type="checkbox"/> Policy change initiated by statute or rule from the State of Louisiana, the Board of Regents, or the University of Louisiana System Board of Supervisors <input checked="" type="checkbox"/> Policy change that are the result of activities by the policy or procedure-making bodies of the University through the President's Cabinet <input type="checkbox"/> Informational change that does not need to be cleared with policy or procedure-making bodies
Office of origin:	Office of Human Resources
Key contact person:	Steven H. Kenney, Jr.
Name and location of related documents (forms, guidelines, samples, etc.): <i>Provide electronic attachments when possible</i>	4.7.2 Posting of Vacant Positions
Policy/procedure applies to (check all that apply):	<input type="checkbox"/> Faculty members <input checked="" type="checkbox"/> Civil service employees <input type="checkbox"/> Professional/administrative staff <input type="checkbox"/> Students <input type="checkbox"/> All of the above
Approved by:	Brigett Scott, PPM Committee Chair

REASON FOR CHANGE

The proposed changes to the existing language add clarification to the process of defining and calculating the additional compensation awarded when faculty receive special academic awards.

Procedure(s):

PROPOSED CHANGES: 4.7.2 Posting of Vacant Positions

FROM

4.7.2 Posting of Vacant Positions (Current)

Notices of vacant positions are posted in a binder in Human Resources and also on the Human Resources page of the Nicholls website. Notices are also e-mailed to all departments and employees for all to see. These notices are also sent to various agencies outside the University for posting. Any interested employee who meets the qualifications for the vacant position may submit his or her name for consideration. It is the employee's responsibility to take the Civil Service examination for any classification of interest. Human Resources will be glad to assist employees with the application if necessary.

TO:

4.7.2 Posting of Vacant Positions (Proposed)

All vacancies for jobs in the classified service that are filled by probational appointment, job appointment or promotion shall be posted on the Internet in accordance with the State Civil Service policies and procedures except as provided in Rule 22.3(b).

A vacancy may be filled without public announcement in the circumstances listed below:

1. Appointment from a Department Preferred Reemployment List.
2. Classified WAE appointment.
3. Noncompetitive appointment of an individual deemed eligible for services by the Louisiana Rehabilitation Services Program under provisions of Rule 22.8(a).
4. Noncompetitive reemployment of a former employee based on prior state service under provisions of Rule 23.13(a).
5. Detail to special duty.
6. Demotion of a permanent classified employee.
7. Reassignment, position change or lateral transfer of a permanent classified employee.
8. Out-of-state vacancies filled in accordance with Rule 22.8(b).
9. Temporary Inter-Departmental Assignment.
10. When non-classified employees are declared to be in the State Classified Service or are acquired by a State Agency in accordance with Rule 24.2.
11. Noncompetitive promotion of a permanent classified employee to a position to which he or she would have noncompetitive reemployment eligibility under Rule 23.13 if he or she were to resign.
12. Appointment to Nurse Technician for applicants hired as a Registered Nurse 1 or a Registered Nurse 1-Student Health that are required to re-take the State Board of Nursing examination.
13. Probational or job appointment of an applicant who has attained a 3.5 GPA or higher for a baccalaureate degree and meets all other requirements of Rule 22.8(c) for exemption from testing.

In the case of vacancies to be filled by promotion, appointing authorities may limit applications to permanent classified employees of an approved promotional zone.

Approved: _____


President John Clune

<i>For PPM Committee use only:</i>	
Date Reviewed by PPM Committee	2/25/19
Date Sent to UC	
Date Approved by President's Cabinet	
President's Approval (signature) obtained	3/12/19
Addition/Revision to P&P Manual (date, Section, made by)	Date: 3/13/19 Section: 4.7.2 Made by: Bridget Scott
Date of Campus Notification	3/13/19