

February 18, 2014

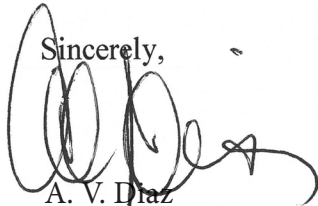
To: J. S. Almond L. E. Lewin  
M. B. Cline J. L. Moore  
P. L. Fish K. L. Sandel  
D. R. Foster C. A. Shelby  
M. J. Gulich R. D. Wynkoop

Re: Employment Actions Requiring Prior Approval

An updated review of approval responsibility for employment actions has recently been completed for areas reporting to the Executive Vice President for Business and Finance, Treasurer. As a result, employment actions outlined in the attached list will require my prior approval. This revises the listing issued in September 2012.

If you have any questions concerning the specifics of this information, please contact your respective Human Resource Officer.

Sincerely,



A. V. Diaz  
Executive Vice President for  
Business and Finance, Treasurer

Attachment

c: D. R. Castricone  
M. C. Gaisbauer  
C. L. Lapinskas  
C. J. Martin  
Directors of Financial Affairs

**EMPLOYMENT ACTIONS REQUIRING PRIOR APPROVAL BY THE  
EXECUTIVE VICE PRESIDENT FOR BUSINESS AND FINANCE, TREASURER**

**February 2014**

*(Previous Issue September 2012)*

***THE FOLLOWING EMPLOYMENT ACTIONS FOR ALL STAFF WITHIN AREAS REPORTING TO THE EXECUTIVE VICE PRESIDENT FOR BUSINESS AND FINANCE, TREASURER WILL REQUIRE PRIOR APPROVAL AS OUTLINED BELOW:***

- Any employment action where policy requires approval by the Executive Vice President for Business and Finance, Treasurer in advance of the action
- Any employment action that requires an exception to university policy
- Any employment action not supported by HR
- Any employment action for a direct report to a Vice President or Director who reports directly to the Executive Vice President for Business and Finance, Treasurer
- Mid-year merit increases for exempt staff
- Any change in pay for exempt staff outside the range recommended by HR (includes reclassifications, new appointments, retention or pre-emptive, transfers, or mid-year equity increases)
- New appointments of exempt staff with salaries of \$75,000 and above FY (or AY equivalent) or with salaries outside the range recommended by HR
- Any position without recruiting activity for more than six (6) months
- Administrative supplements
- Home department overloads

***THE FOLLOWING EMPLOYMENT ACTION EXCEPTIONS ARE REVIEWED BY THE EXECUTIVE VICE PRESIDENT FOR BUSINESS AND FINANCE, TREASURER AND APPROVED BY THE PRESIDENT:***

- A lateral transfer to a position with a similar level of responsibility, pay and/or job scope with an increase in salary
- Salary adjustments for counter-offers within the University (i.e., salary increases intended to retain an employee made in regard to a competing internal job offer)

***THE FOLLOWING EMPLOYMENT-RELATED ACTIONS ARE THE RESPONSIBILITY OF THE OFFICES NOTED BELOW AND SHOULD BE COORDINATED DIRECTLY WITH THESE OFFICES:***

**Nepotism**---Office of the Vice President for Ethics and Compliance (*should be routed through the Office of the EVPBFT for recommendation*)

**Voluntary Early Partial Retirement**---Human Resources