A review of approval responsibility for employment actions has recently been completed for areas reporting to the President. The purpose of the review was to ensure that compensation practices are fair, equitable and reward exceptional performance; that new administrative positions are added only after careful consideration for other alternatives; and that vacated positions are not automatically filled. This is in keeping with the administration’s desire of reducing administrative costs. As a result, it is an expectation that employment actions outlined in the attached list will require your prior approval for staff within your area of responsibility.

If you have any questions concerning the specifics of this information, please contact your respective Human Resource Officer.
EMPLOYMENT ACTIONS REQUIRING PRIOR APPROVAL 
BY OFFICERS REPORTING DIRECTLY TO THE PRESIDENT 
May 2014

THE FOLLOWING EMPLOYMENT ACTIONS FOR ALL STAFF WITHIN AREAS OF OFFICERS REPORTING TO THE PRESIDENT WILL REQUIRE PRIOR APPROVAL BY THE RESPECTIVE OFFICER AS OUTLINED BELOW:

- Any employment action where policy requires approval by the President, or his direct report, 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 an Officer who reports directly to the President
- 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:

- 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