

## EMPLOYMENT ACTION REQUESTS

**Section:** Human Resources

**Policy:** University Housing follows the University of Georgia (UGA) employment processes at <https://policies.uga.edu/Human-Resources/>, the Division of Student Affairs [policy](#) and the Board of Regents [policy 8.2.24](#).

**Purpose:** This policy provides procedures for staff responsible for requesting to fill full-time positions.

**Scope:** This policy applies to all staff responsible for filling and determining salary for full-time positions.

**Procedure:**

**I. Request to Fill a Position**

- A. Staff members responsible for filling full-time positions should seek approval from their direct supervisor via email. The staff member responsible for filling a full-time staff position should also discuss appropriate salary amounts with their immediate supervisor and seek approval for an amount via email.
  1. Directors will work with the executive director to approve any new departmental position or reclassification request prior to requesting to fill a position.
  2. UGA policy, [Starting Salaries for Staff Positions](#) allows a hiring department to extend salary offers up to the mid-point of the salary grade of the job classification of the new hire without approval from Central Human Resources (HR).
  3. Salary for all positions should be reviewed by the executive director, unit director, HR manager and associate director for business and HR prior to requesting to fill a position if the position has not been recently evaluated.
- B. If the supervisor approves the staffing request/proposed salary, the supervisor should indicate their approval in the email and forward the request to the next supervisor, copying all included on the previous email.
- C. Staff should continue to email approvals until reaching the respective director for approval. The director should then forward the approvals (copying all included on the previous email) to the appropriate Housing Business and Human Resources (HBHR) staff as follows:

Staff	Contact	Email
RPS, ASC, FAC and executive director monthly staff	Mildred Anderson	mildred.anderson@uga.edu
RPS, ASC, FAC and executive director salaried staff	Carrie Chitwood	cachitwo@uga.edu
Hourly student employees	Nicole Spaulding	nicole.spaulding@uga.edu

- D. HBHR staff copied on the director email will complete the OVPSA *Request to Fill a Faculty/Staff Position (R2F)* form and route for required signatures.
- E. The only exception for submission to the OVPSA is the building services
- F. worker position.

## **II. Posting**

- A. Supervisor will review current position description and then work with appropriate HR staff member to update as necessary.
- B. Supervisor should consider: working title appropriateness, percentage breakdown of duties, preferred qualifications of position, salary range (where applicable), posting timeframe, minimum hiring questions.

## **III. Screening and selection**

- A. The appropriate HBHR staff member will contact the supervisor when the position is posted and when they are able to access the posting to view applications.
- B. The supervisor will screen, interview, verify references and select a qualified candidate.
- C. The supervisor will then contact the appropriate HBHR staff member with the name of the successful candidate BEFORE making any type of offer.

## **IV. Offer and onboarding**

- A. Supervisor will email supervisory chain up through the executive director ( copying HBHR) selected candidate name and offer amount.
- B. After executive director email approval, the appropriate HBHR staff member will draft an offer letter and send the letter to the OVPSA for review and approval. After OVPSA approval, the appropriate HR staff member will have the offer letter signed by the executive director.
- C. Thereafter, the appropriate HBHR staff/supervisor will submit a formal offer letter to the applicant, which will be contingent upon completion of a background investigation.
- D. The supervisor should then contact the appropriate HBHR staff member once the offer is accepted. In the event of a counter offer (including relocation expense negotiations-see below), please contact appropriate HBHR staff member.
  - a. Relocation expense guidelines:
    - i. Supervisors should be familiar with the [UGA relocation expense policy](#)
    - ii. The Division of Student Affairs relocation expense guidelines for relocation offers are as follows:
      - 1. Senior coordinators (and positions equivalent/higher): up to \$750
      - 2. Assistant director (and positions equivalent/higher): up to \$1,500

3. Director or above (including all administrative A contract employees): amount offered per approval of executive director
4. Supervisors should route for approval any exceptions to the guidelines above through the executive director level. Additionally, the executive director will obtain approval from the OVPSA for exceptions to positions with classifications lower than senior coordinator.

E. HBHR will contact the supervisor and begin the onboarding paperwork process when all approvals obtained.

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