Posting a Position Vacancy
HR-01-30

About This Policy

Effective Dates:
11-21-1969

Last Updated:
07-01-2021

Responsible University Administrator:
Vice President for Human Resources

Policy Contact:
IU Human Resources
askHR@iu.edu

Scope

This policy applies to all staff and temporary positions.

Policy Statement

1. It is the policy of the university that, when it intends to fill a vacant staff position, it will post the position in a manner that will allow qualified staff and other IU employees the opportunity to apply.

2. Indiana University human resources (IU HR) must approve requests to waive the posting of a position.

Reason For Policy

This policy provides university managers and supervisors with guidelines and procedures for job posting provisions for staff and temporary positions.

Procedure

Steps prior to posting a staff position vacancy

1. Before filling any vacant position, the department must obtain the appropriate campus and/or Responsibility Center (RC) required approvals.

2. Ensure that the selected role descriptor captures the fundamental responsibilities, qualifications, job function, job family, and career level of the role per the procedures outlined in the HR-03-40, Role Descriptors (Formerly: Position Descriptions). See also HR-01-20, the Position Placement within the Job Framework (previously HR-01-20 Position Classification/Reclassification).

3. If the department needs to establish a position, refer to the HR-01-10, Establishing a Staff Position.

4. For a temporary position, see HR-01-40, Temporary Positions policy.

5. The campus human resources office must be consulted before advertising the position to determine the following:
   a. Compliance with any campus affirmative action requirements
   b. If any employees from the occupational unit, department, RC, or campus are in furlough status who are qualified to perform the available work.
      1. If a RIF list exists, see HR-10-20, Reduction in Force, for further requirements and the order in which position vacancy-(ies) must be filled.
c. If additional guidelines or other recruitment and selection procedures for posting a position vacancy exist on the campus.

d. The posting level of the position vacancy: within an occupational unit, department, RC, campus or university level, or to the public.

   1. A listing of occupational units is available from IU Human Resources (IU HR).

6. Once it is determined by the administration to fill a vacant position, it will promptly be posted for bid as provided herein.

7. During the posting period, departments may fill the position by temporary assignment of duties or temporary employees.

8. When a position is posted that a department is aware may include working alternative shifts, weekends/holidays, stand-by, call back etc., the department should include that information on all job postings.

9. Departments must provide an alternate format of the position announcement, if requested as an accommodation by an applicant.

**Posting a staff position vacancy internal to the unit**

1. If a department intends to fill a position vacancy internally, and there are qualified staff eligible to apply within the occupational unit, department, or RC, then the position may be posted internally at the desired level.

   a. Each functional classification for staff positions (Non-Exempt CWA, Non-Exempt AFSCME Police, Non-Exempt AFSCME Service, Non-Exempt Non-Union, Exempt Individual Contributor, People Leader, etc.) is defined as a separate occupational unit.

   b. For Non-Exempt AFSCME Police and Service covered positions:

      1. Job listings will be posted in all appropriate places within 48 hours of distribution. The posting will note the classification, pay grade, and, if applicable, the shift.

      2. See further instructions for Non-Exempt AFSCME Police and Service covered positions.

   c. Non-Exempt AFSCME Police (all campuses):

      1. For Non-Exempt AFSCME Police covered positions, the University Public Safety and Institutional Assurance office will send an email notification of position vacancies to current Non-Exempt AFSCME Police staff employees.

      2. If a Non-Exempt AFSCME Police employee is interested in transferring departments, the employee should contact the campus department where the vacancy exists.

   d. For Non-Exempt AFSCME Service covered positions:

      1. At Bloomington

         a. In departments with more than one Non-Exempt AFSCME Service occupational unit, a position may be listed in the occupational unit of the opening only or in all the Non-Exempt AFSCME Service occupational units in the department before the opening is listed campus-wide.

         b. Temporary with Retirement employees who have worked 12 months within these units may apply.

      2. At South Bend

         a. Prior to listing the job outside the occupational unit, the President of AFSCME, Local 1477-01 will be given a copy of the job posting for a new position review and comment. The campus human resources office will consider any comments that are received from the AFSCME President within two (2) days and make a final determination as to the content of the posting.

         b. Additional procedures relating to unfilled positions are available at [http://hr.iu.edu/policies/sm-all/appendixes/articles_SB.html](http://hr.iu.edu/policies/sm-all/appendixes/articles_SB.html)

      3. The university will inform the applicable AFSCME Service local president if their campus intends to waive an AFSCME Service job posting. Additionally, the university may notify the applicable AFSCME
Service local president when the campus plans to waive a posting for other positions within the Non-Exempt Service career path.

e. For Non-Exempt CWA covered positions posted internally, only staff from within that functional classification are eligible to apply, unless indicated otherwise below:
   1. If no one is selected after all employees within the department have been considered for the position, the position will be posted campus-wide on the [IU Human Resources Employment website](https://hr.iu.edu/).
   2. Temporary and temporary agency employees are only eligible to apply for appointed Non-Exempt CWA positions that are advertised campus-wide.

f. For Exempt and Non-Exempt Non-Union positions:
   1. A Non-Exempt CWA, Non-Exempt AFSCME Police, or Non-Exempt AFSCME Service staff who meets the qualifications for a desired position is eligible to apply for an internally posted Exempt or Non-Exempt Non-Union staff position.

2. The unit must communicate the vacancy to all employees within the unit and be able to demonstrate that this has been done.

3. All vacancies posted internally must be posted for a minimum of five (5) business days or one (1) week and must be posted in a manner that allows all qualified individuals to apply.

**Posting a staff position campus or university-wide or to the public**

1. All employment opportunities listed with the campus human resources office will be posted using the university approved application system.
   a. Contact campus human resources for instructions to post a position vacancy in the university approved application system.

2. Position vacancies are listed at least one (1) week or five (5) business days.
   a. For Non-Exempt CWA covered positions, interviews and selection can take place only after the first week’s listing.
      1. Departments are not to make an offer before the Friday following the close of the first listing.
      b. Exempt staff positions are normally posted for two (2) weeks or 10 working days.

3. At Bloomington and Northwest, all listings of Non-Exempt CWA staff confidential positions will indicate that the successful candidate will be exempt from CWA membership and representation.

4. For Non-Exempt AFSCME Service covered positions at IUPUI, during the first week of posting, preference in referrals is given to employees interested in transfer or promotion.

5. Notification requirements for union-covered positions:
   a. Copies of all job openings for union-covered positions are available on the university approved application system and will be emailed to the union local on campus.

**Relisting a position**

1. At Bloomington, contact Talent Acquisition to relist the position by sending an email message to [iupers@iu.edu](mailto:iupers@iu.edu).
2. At other campuses, contact the campus human resources office.

**When to re-advertise a position or use an applicant pool of a previous posting**

1. For Non-Exempt AFSCME Service and Non-Exempt CWA covered positions:
   a. If no applicant has been selected within 90 days from the ending date of the most recent job posting and the department determines to proceed with filling the position, the job opening will be relisted.
      1. If the selected applicant is removed from or leaves the position within 90 days of the ending date of the most recent job posting, the applicant pool from that posting may be used to make a new selection.
      2. If an additional opening for the same role descriptor title, career level, and role descriptor occurs in the same occupational unit during the posting of the position or within 90 days of the ending date of the
most recent job posting, the applicant pool from that posting may be used to make a selection for the new opening(s). When an additional opening occurs at the time the original position is being posted, then the job posting will reflect that more than one job opening is available.

3. For Non-Exempt CWA covered positions, IU HR or the campus HR Director may approve the use of an applicant pool beyond the 90-day period when there is a reasonable business purpose.

Posting a Temporary Position

1. At the request of the hiring department, the campus human resources office will list on the university approved application system.

2. Departments have significant flexibility in selecting individuals to fill temporary positions, provided that the selection complies with the UA-01, Non-Discrimination/Equal Opportunity/Affirmative Action. Contact the campus human resources office for the specific posting procedures.

3. If, after consideration of the principles identified in HR-01-10, Establishing a Staff Position, a department expects that a full-time temporary job (30 hours per week) will become established as a staff position, the department must advertise the position through a campus-wide advertisement. The position must be advertised before departments make a commitment to employ.

4. At the request of the hiring department, the campus office responsible for student employment will list temporary positions designated for students (Work-Study and Non Work-Study).

Advertising in newspapers, trade or professional publications, or job search websites

1. The campus human resources office must approve all ads before publication.

2. Responsibility for the payment of advertising costs varies by campus.
   a. On the Bloomington campus, IU HR pays most local advertising expenses; departments pay state and national advertising expenses.

3. All advertising for positions must carry at least this information in the tag line: Indiana University is an Equal Employment Opportunity / Equal Access / Affirmative Action Employer and provider of ADA Services.

Use of private employment agencies

1. No position will be listed with a private employment agency or search firm without approval from the campus human resource office.

2. Use of private employment agencies will be approved only if other means of recruitment have not been productive, or if there is a reasonable assurance that they will not be productive.

3. Fee arrangements with any outside agency must be set forth in a contract. The campus human resources office and University Counsel must approve this contract in advance.

4. When a position has been approved for listing with an employment agency, the employee may be reimbursed for one-half the agency fee after six (6) months, provided the employee:
   a. Remains with the university for six (6) months;
   b. Does a satisfactory job;
   c. Presents a receipt for fees paid to the agency. Any reimbursement must come from the employing department's budget.

Definitions

Staff Positions: Budgeted line positions that may be eligible for such benefits as health care, life insurance, the IU tuition benefit, vacation, and other paid time off benefits, depending on the FTE status of the position.
**Temporary Positions:** Those employees not occupying a budgeted line position and are temporary, at-will employees. These positions are not eligible for such benefits as health care, life insurance, the IU tuition benefit, vacation, and other paid time off benefits.

**Temporary with Retirement:** When the total number of hours worked in a position is expected to be more than 999 hours during a calendar year (cannot exceed 1,508 hours in a calendar year, starting 2014), the position is classified as being eligible for retirement benefits.

**Role Descriptor:** A summary of the most important aspects of a job that includes a brief summary, fundamental responsibilities, and work dimension details that are typical for the career level. Role descriptors create the foundation for career development. Role descriptors are maintained by IU human resources.

**Job Function:** The largest category of classification that represents a group of related job families. Some examples of functions include: Information Technology, Finance, or Student Services.

**Job Family:** A sub-category of classification that represents a group of jobs performing similar types of work and requiring similar skills, knowledge, and/or expertise. Each job function has its own group of job families. Some examples of families within the Finance function include: Accounting & Tax, Payroll, or Financial Administration.

**Career Level:** Represents the position of a role within a career structure measured by typical work dimensions. Proficiency and complexity progress within each work dimension as levels increase.

**Responsibility Center (RC):** For the purpose of the salary administration policies, a Responsibility Center or distinguishable department within a large RC such as the IU School of Medicine or College of Arts and Sciences. A regional campus may consider the Chancellor the RC head.

**Job or Role:** A collection of positions whose duties and responsibilities are the same kind of work, at a similar skill and responsibility level. The duties and responsibilities are alike enough that the positions have the same descriptive title and require substantially the same minimum qualifications. (In rare instances, a position with very unique duties and responsibilities may exist and may be the only position assigned to a role descriptor.) Each role has a defined function, job family, and career level.

**Sanctions**

Violations of university policies will be handled in accordance with applicable university policies and procedures; which may include disciplinary actions up to and including termination from the university.

**History**

**July 2021**
Updates made to AFSCME Service procedures based on union discussions.

**March 2021**
Updates made due to Job Framework Redesign Project.

**January 2021**
Updates made due to Job Framework Redesign Project.

**July 2018**
Updates made to AFSCME Service procedures based on union discussions.

**December 2016**
Revised to incorporate provisions of the 2016-2019 Agreement between Indiana University and CWA Local 4730.

**February 2016:**
Replaces the following policies:

<p>| AFSCME Police | Advertising job openings |</p>
<table>
<thead>
<tr>
<th>AFSCME Service</th>
<th>2.1 Advertising job openings</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWA</td>
<td>10.1 - Posting and advertising a position</td>
</tr>
<tr>
<td>Professional Staff and Support and Service Staff not Covered by a Union</td>
<td>3.1 - Advertising a position</td>
</tr>
<tr>
<td>Temporary</td>
<td>1.2 - Filling temporary positions</td>
</tr>
</tbody>
</table>

Replaces parts of the following policies

<table>
<thead>
<tr>
<th>2.11 - Recruitment</th>
<th>6.5 - Career Development and Changing Positions</th>
<th>10.2 - Rules and Guidelines for Filling Positions</th>
<th>3.2 - Filling Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• C.5.b.</td>
<td>• B.4.</td>
<td>• Pro 1.b.</td>
<td>• A.2.</td>
</tr>
<tr>
<td>• C.5.b.i.</td>
<td></td>
<td>• Pro 1.c.</td>
<td>• B.1.a.</td>
</tr>
<tr>
<td>• C.5.b.ii.</td>
<td></td>
<td>• Pro 2.a.</td>
<td>• B.2.a.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• B.2.b.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• B.2.c.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• B.3.a.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• B.3.c.</td>
</tr>
</tbody>
</table>

5.5 - Premium Pay

Related Information

- Establishing a Staff Position
- Temporary Positions
- Selecting Applicants and Filling Positions
- Reduction in Force
- Placement Within the Job Framework (Previously Position Classification/Reclassification)