

Oklahoma State University Policy and Procedures

**EMPLOYMENT, PROMOTION AND TRANSFER FOR
CLASSIFIED STAFF**

**3-0706
BUSINESS &
FINANCE
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PURPOSE AND SCOPE

1.01 To implement the uniform classification plan and remuneration schedule as prescribed in CLASSIFICATION AND PAY, 3-0740, the purpose of this section is to provide broad general guidelines to assist departments in implementation.

UNIVERSITY POLICY AND STATE LAW

2.01 All appointments to Classified staff positions shall be made on the basis of qualification, merit and professional capability as prescribed in the NONDISCRIMINATION, EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY, 3-0745.

2.02 All Classified staff appointed to positions at the University shall be selected on the basis of merit and fitness for the positions for which they are recruited and to which they are appointed. Proof of physical fitness may be required by medical examination by a licensed medical practitioner.

2.03 It shall be the responsibility of the Office of University Personnel Services to cause to be developed and administered standardized examinations and tests for those classifications in which examinations or tests are deemed appropriate and necessary for selection and placement of applicants. Hiring officials shall not administer internal tests to applicants; non-standardized, non-validated testing is contrary to affirmative action policy.

2.04 All new Classified staff will be required to serve a three month probationary period before final certification as a status employee. An extension of probationary status (not to exceed three months) may be initiated by memorandum to the affected employee, with copies forwarded to the Office of University Personnel Services. The memorandum should state explicitly why such action is being taken. Extension of probationary status should be requested only when the potential of the employee needs further development and/or the supervisor needs additional time to evaluate the employee.

2.05 A Classified employee who is within this initial probation period will be dismissed from University employment if he/she fails to furnish satisfactory service to the University. Classified staff so dismissed from employment are not eligible for appeal under the rules and procedures set forth in the policy GRIEVANCES AND APPEALS, 3-0709.

2.06 The University subscribes to the philosophy of filling positions by promotion of its present Classified staff. A Classified employee who is promoted to a higher level position in the Classified pay plan will serve a three month promotional/probationary period. During this time, supervisors will periodically evaluate the performance of the Classified employee who is in promotional/probationary status to determine whether the employee is providing satisfactory service in the new position. As a matter of good management, these evaluations should be communicated to the employee to allow opportunity for improved performance.

2.07 Promotional/probationary status is distinguished from the initial probationary period in that the employee has already attained the rights of a status employee at the University; thus a Classified employee who accepts a promotion shall continue to be eligible for all the benefits and privileges of status employees, including but not limited to annual leave and the right to file a grievance or appeal.

2.08 If the evaluation(s) cites a lack of ability by the promoted employee to perform satisfactorily in the higher position, the supervisor may release the employee without prejudice and refer him/her to the Office of Personnel Services for employment counseling and assistance.

2.09 All newly appointed Classified staff are to be directed to the Office of University Personnel Services as soon as possible after hire in order that they may file a statement of withholding (Form W-4), loyalty affidavit, insurance forms and other pertinent forms and documents necessary in order to place the employee's name on the appropriate University payroll. Any delay in filing these necessary forms may delay correct payment for services rendered.

PROCEDURES

3.01 Types of Employment

a. Status Appointments

(1) In most cases, positions are of a continuing nature (extending beyond six months in duration) and persons appointed to such positions are considered status employees provided they possess

at least the minimum or compensatory qualifications as stated in the class specification and they successfully complete the three month probationary period. Status appointments may be either full or part-time (50% - 99% FTE).

b. Nonstatus Appointments

(1) Temporary appointments may be made to positions that are seasonal, emergent or transitory. Generally speaking, temporary appointments are less than six months in duration. Temporary appointees shall not be eligible to earn or accrue annual leave, sick leave or any other benefits covered in ATTENDANCE AND LEAVE, 3-0705.

(2) Apprentice appointments may be made in the recognized trade and craft classes. After completion of the apprenticeship, the incumbent is declared to have gained certification as a status employee. Apprentices are eligible for annual leave, sick leave and other such benefits as provided in ATTENDANCE AND LEAVE, 3-0705, during the period of apprenticeship.

(3) Trainee appointments may be made to a class outside the recognized trade and craft classes if a candidate cannot meet the minimum training and experience requirements for the job class. An appointment as a trainee shall not be authorized for more than one calendar year. Trainees are eligible for annual leave, sick leave and other such benefits as provided in ATTENDANCE AND LEAVE during the period of training. See policy 3-0740, 7.04 f. for details of pay for trainees.

3.02 Rules for Promotion

a. Classified staff who desire a promotion to a higher level position should report this fact to the Office of Personnel Services. Good business practice dictates that such requests be made with full knowledge of the current supervisor.

b. Personnel "pirating" by departments is discouraged. True promotional opportunity is encouraged, and good business practice must be observed by the officials of both departments involved.

c. Promotion to a higher position is not a matter of personal right and promotions shall be made for the good of the University.

d. In the interest of good business practice, employers wishing to effect a promotion or transfer of Classified staff shall consult with the employee's department head before making commitments to the employee. After the two department heads have determined the date of change, a Payroll Action Form effecting the promotion or transfer shall be initiated by the former departmental official and completed by the new department. Note: When changing from salary payroll to wage payroll, the former department issues a separation form, and the new department a Wage Payroll Action.

3.03 Rules for Transfer

- a. Classified staff personnel who desire to transfer from one department to another should report this fact to the Office of University Personnel Services.
- b. All transfers shall be made for the convenience of the University.
- c. The rules of good business practice shall apply in all matters of transfer as are outlined for promotion.

Adopted: July 1, 1970

Revised: November 1983

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