Job Actions and Posting Requirements Policy

Subject: Job Actions and Posting Requirements Policy
Date: December 1, 2015
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Biological Sciences Division (BSD) Human Resources

Purpose:

The purpose of this policy is to define the job actions for staff positions and corresponding posting requirements within the Biological Sciences Division (BSD).

Policy:

The BSD will demonstrate a fair and consistent approach in regards to job action practices in corresponding posting requirements.

Definitions:

Promotion: A promotion results from a competitive selection process, involving a vacant or new benefits-eligible position.

An employee is promoted when he/she has applied for, has been offered and has accepted a position that is a different job classification than his/her current position and the employee receives a pay increase. A benefits-ineligible employee moving to any benefits-eligible position is also considered a promotion.

A promotion also results when a regular benefits-ineligible employee has been selected for and has accepted another regular benefits-ineligible position that is a different job classification than his/her current position and the employee receives a pay increase.

Demotion: A demotion results from a competitive selection process, involving a vacant or new benefits-eligible position.

An employee is demoted when he/she has applied for, has been offered and has accepted a position that is a lower job classification than his/her current position and the employee receives a pay decrease.

A demotion also results when a regular benefits-ineligible employee has been selected for and has accepted another regular benefits-ineligible position that is a different job classification than his/her current position and the employee receives a pay decrease.

Additionally, an employee can be demoted when he/she is reassigned to a position that is a different job classification than his/her current position and the employee receives a pay decrease. Reasons for a demotion include, but are not limited to: inefficiency in performance or as a disciplinary action; organizational needs, such as reorganization or reduction in force; choice of the employee; or a mutually agreed upon arrangement.

Transfer: A transfer results when a regular benefits-eligible employee has been selected for and has accepted another regular benefits-eligible position in the same job classification as his/her current position (regardless of supervisory organization) and the employee receives no change in pay.

Supervisory Organization (SO): Foundational, hierarchical position-to-position structure of oversight within the Workday system. Departments can have multiple supervisory organizations (one per unique manager).

Similarly Situated: Employees performing similar work within a specified job code within the division will be considered similarly situated.
**Full-Time:** A position comprised of 35 or more hours per week.

**Part-Time Benefits Eligible:** A position comprised of 20-34 hours per week.

**Part-Time Non-Benefits Eligible:** A position comprised of less than 20 hours per week.

**Temporary:** Positions that will continue for less than 12 months. Please note the following in regards to temporary positions:

- In accordance with the University’s Temporary Employment Policy, a temporary employee cannot work for the University for more than 1,000 hours within a year from the anniversary of their initial date of hire, excluding University of Chicago students.
- In accordance with the Agreement between the University of Chicago and L743, The University may hire temporary employees for up to six months to perform clerical and service/maintenance duties. The University may extend this period by an additional six months following notice by HR that an extension is necessary.

**Vacancy:** An unoccupied, previously-approved position resulting from an employee moving out of the role.

**New Position:** An additional position has been created and approved.

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**Guiding Principles Regarding Job Actions and Posting Requirements:**

A. **Competitive Promotion:** A competitive promotion results from what is expected to be a competitive selection process, involving an open position. The open position may occur because the position has been vacated or a new position has been created to better meet the needs of the department.

   **Posting Requirement:** The position will be posted and an electronic applicant log of the posting maintained.

B. **Career Track Promotion:** A career track promotion is a situation where the employee, not the position, is upgraded. This happens when there was not an open position but rather an employee is basically moving “in place” for reasons such as an increase in skills or competencies or achieving a certification.

   **Posting Requirement:** Such a position would not be posted but must be determined in advance with, documented for and approved by BSD HR and the University’s Affirmative Action Officer to assure defined criteria are used and applied consistently when advancing an individual.

C. **Position Reclassification Due to Market Change:** A position reclassification is based on changes to the position, due to external market forces, changing University or business needs, certain technology changes and advancements in the field/profession. It is not based on the employee and his/her development or skill and experience acquisition. For example, the entire job title/code group has changed due to factors such as advancements in the field/profession; changes in technology that requires higher skill levels; and/or, higher requirements for the position.

   **Posting Requirement:** When the entire job title/profile group is being re-classified due to the factors listed above, the position would not need to be posted.

D. **Position Changes Due to Reorganization:** When an employee is laid off or a position eliminated, a new position may be formed or combined to handle department workloads. A department also may decide to reorganize for greater efficiency, new technology or new developments in its field, for example. This situation will be reviewed and approved by BSD HR before it is reviewed by Compensation/Central HR to determine what the new job classification and title should be.

   **Posting Requirement:** Such a situation will need to be reviewed by BSD HR on a case-by-case basis. Some general guidelines are:
1. If there is only one employee in the department who is eligible, qualified and should be considered for the new position, he/she may be slotted into the position without posting. The employee’s qualifications for this new position may not be a result of an earlier selection from among other possible candidates or being the only one given special assignments that would lead to the qualifications.
2. If there is more than one possible candidate for the new position, the position must be posted.

E. **Job Code Realignment:** A situation in which a department needs to fix a job code to accurately reflect the work the individual is performing.

   **Posting Requirement:**
   1. When the job profile changes and there is not an increase in pay the position does not need to be posted.
   2. When the job profile changes and there is an increase in pay, presumably due to increased/different functions, the position will be posted. These situations have historically been known as reclassifications. Human Resource Professionals will ensure a fair interview and selection process when this situation arises.

F. **UCMC Transfers to BSD or BSD Transfers to UCMC:** A situation in which a department needs to transition an employee(s) from UCMC to the University payroll (or vice versa) to accurately reflect and/or realign the work the employee is performing within the department and/or to correct funding sources. In this situation the employee’s benefits eligibility/hire date and accrual balances would follow him/her, thus keeping them ‘whole’.

   **Posting Requirement:** The position would not be required to post but does require BSD HR approval.

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**General Posting Requirements:**

A. There is a 7-day posting requirement for the following:

   1. All full-time positions, including new positions and vacancies.
   2. Part-time benefits eligible positions, including new positions and vacancies.
   3. Increase in schedule work hours, resulting in a benefits ineligible position becoming benefits eligible.

B. Optional Posting Situations:

   Temporary and part-time non-benefits eligible (less than 20 hours per week) positions are not required to be posted but may at the discretion of the department.

C. Exceptions to Posting:

   There may be exceptions when extenuating circumstances exist, e.g. a laid off employee could be slotted into a position. Requests due to extenuating circumstances will be sent to Sara Saathoff who will seek an exception to posting, when appropriate, to the AVP HR and Affirmative Action Officer.