

DSA GUIDELINES
For
PERSONNEL TRANSACTIONS
On
CLASSIFIED STAFF
February, 2006

The Vice President for Student Affairs, along with the Chief of Staff and the Associate Director of Administration met recently to review the procedures that are being used in the Division for personnel transactions regarding classified staff. It was agreed upon by the parties involved that the guidelines would remain in place with only a few minor changes as noted below. **In order to have consistency and to be equitable throughout each unit in the Division, a decision was made to have guidelines developed for all personnel transactions on classified staff.** It is the responsibility of the department head or the assistant/associate vice president from each unit to make sure that these guidelines are followed.

*** Level One**

Pay Band I

Food Serv. Tech. I
Hskp. & App. Wkr. I
Trades Tech. I

Pay Band II

Admin. & Off. Spec. II
Food Serv. Tech II
Store & Warehouse Spec. II
Direct Serv. Assoc. II
Hskp. & App. Wkr. II
Trades Tech. II

Personnel transactions would include **P3A's** which could consist of original appointments, re-hires, promotions, transfers (either competitive or non-competitive), temporary pay, competitive offers, change in % of time; changes in appointments, return from leave, or other.

Other transactions might include **P112's** which consist of request to fill vacancy, new position, job description update, or a new role change.

Approval Process:

- **Two signature approvals must be received on the transaction form. This would include (1) the hiring manager or department head and (2) the assistant or associate vice president or his/her designee. Offer letters need to be signed by the hiring manager.**

- **Hard copies of the paperwork (after approval signatures are received) must be mailed to Kathy Haden in the Vice President's office within 3 working days of the transaction.**

- **In-band requests or bonuses are reviewed in the normal process for the senior management level.**

**** Level Two**

Pay Band III

**Dir. Serv. Assoc. III
Admin. & Off. Spec. III
Educ. Supp. Spec. II
Comp. Opers. Tech. I
Food Serv. Tech. III
Food Serv. Mgr. I
Trades Tech III
Store & Warehouse Spec. III**

**Publ. Rel. & Mktg. Spec. II
Eq. Serv. & Rep. Tech. I
Hskp. & App. Mgr. I
Elec. Tech. I
Gen. Admin. Supr. I/Coor. I
Health Care Tech. I
Licensed Practical Nurse
Media Spec. II**

Personnel transactions would include **P3A's** which could consist of original appointments, re-hires, promotions, transfers (either competitive or non-competitive), temporary pay, competitive offers, change in % of time; changes in appointments, return from leave, or other.

Other transactions might include **P112's** which consist of request to fill vacancy, new position, job description update, or a new role change.

Approval Process:

- **Two signature approvals must be received on the transaction form. This would include (1) the hiring manager or department head and (2) the assistant or associate vice president or his/her designee. Offer letters need to be signed by the hiring manager.**
- **Hard copies of the paperwork must be mailed to Kathy Haden in the Vice President's office within 3 working days of the transaction.**
- **In-band requests or bonuses are reviewed in the normal process for the senior management level.**
- **All requests must adhere to Personnel Services regulations**

*** Level Three

Pay Bands IV, V, and VI

Educ. Supp. Spec. III
Info. Tech. Spec. I; and II
RN II/NPI;Phy. Asst.
Fin. Serv. Spec. I
Food Ser. Mgr. II and III
Human Resources Analyst I
Med. Spec. III
Prog. Admin. Spec. I
Pub. Rel. Mktg. Spec. III & IV

Trades Tech. IV
Health Care Tech. II and III
Registered Nurse I
Registered Nurse Mgr. I
Elec. Tech. II
Gen. Admin. Mgr. I
Hskp. & App. Mgr. II
Human Resources Mgr. I
Trades Mgr. I

Personnel transactions would include **P3A's** which could consist of original appointments, re-hires, promotions, transfers (either competitive or non-competitive), temporary pay, competitive offers, change in % of time; changes in appointments, return from leave, or other.

Other transactions might include **P112's** which consist of request to fill vacancy, new position, job description update, or a new role change.

Approval Process:

- **Formal approval (signature) must be received by department head/assistant or associate vice president. Offer letters must be signed by the hiring manager. This signature would go in the department head or director blank on the forms.**
- **Formal approval (signature) must be received by the Vice President for Student Affairs or his/her designee. This signature would go in the dean/vp blank on the form**
- **In-band requests or bonuses are reviewed in the normal process for the senior management level.**
- **All requests must adhere to Personnel Services regulations**

