



## When must the department post a position?

Whether it's a new hire or a reclass, post when:

- ▶ When multiple current staff at UGA are qualified for the open role
- ▶ When there is a potential employee relations or equity issue
- ▶ When the position is identified as one that is underrepresented in one or more protected classes
- ▶ When the proposed reclassification changes series (job family) or skips more than one position in the series
- ▶ When the employee is moving from a temporary to a regular FTBE position
- ▶ When the position is currently filled with an employee in an Acting or Interim assignment.



# When to appoint the employee (not post)

- ▶ The department submits a reclassification request which describes what the employee is doing and the Team classes their duties into a different title and/or grade. The reclassification request typically includes expanded duties that the employee has been doing for 6 months or more.
- ▶ Senior management makes a strategic decision based on critical needs of the department and the specialized skill set of the individual. Will need to include the following justification:
  - ▶ a) why the individual is being selected for this role (including what criteria was used in determining their assignment), and
  - ▶ b) individualized justification as to why others who meet the minimum qualifications of the position are not being considered.
- ▶ An employee whose job is being eliminated is qualified for the open position in the department, and will be placed into the role by management. Note: all job eliminations will be reviewed with the unit HR Employee Relations team