Clemson University
Employment Actions Procedures

Staff and Faculty Position / Recruiting Categories:

Position Refills for Existing Budgeted Positions:
- Applies to positions formally budgeted in current FYs salary and budget load.*
- HR will work with CFO’s office to verify position’s approved budget.
- Approval to recruit and refill resides at VP/Dean Level.

*It is expected that potential hires / positions will be fully anticipated and accounted / budgeted for in the beginning of each fiscal / academic year. Unanticipated hires (perhaps due to emergencies or enrollment fluctuations) must account for the full cost of the positions, including fringes.

Position Refills for Non-Budgeted Positions:
- Position was not budgeted for in current FYs salary and budget load.
- Justification for position and source of funding required. As these positions were not fully “funded” or planned for, there will be a requirement for the hiring division to cover the cost of fringe benefits associated with these unbudgeted costs.*
- Approval at VP/Dean Level.

*HR will work with the Finance Division to verify salary and fringes are properly funded by the requesting unit, or through another approved means.

Creating New Positions:
- Permanent (FTE) Positions:
  - Approval at VP/Dean Level, Provost (academic areas), and President.
  - If PSA funding involved, VP for PSA approval.
  - Must include full justification and explanation of need, including proof of adequate and sustainable salary and fringe benefit funding.

- All Temporary Positions - Temporary Grant /Time Limited/ Temporary/Intermittent:
  - Approval at VP/Dean Level.
  - If PSA funding involved, VP for PSA approval required.
  - Salary and Fringes must be covered by the division.

- Student Positions:  *Salary and Fringes must be covered by the division.*
  - Graduate Student Positions:
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- Approval at Dept Chair/Head Level.
  - **Undergraduate Student Positions:**
    - Approvals maintained by division/college HR office.

Dual Employment and Overload Requests:
- Must be submitted and approved before the work is performed.
- Approval by VP/Dean.

Overtime Payments:
- Justification and request must be submitted and approved before work is performed.
- Approval by VP/Dean.