

## **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.