

# Employee Appointment Management

**Academic Appointments:** Renewed through the [academic case review process](#)

**Staff Appointment Renewals:** Supervisors should request to renew appointments for Contract and Limited Appointment employees prior to the existing appointment end date

- Lawrence HR will contact supervisor approximately one month prior to appointment ending regarding potential appointment
- Contract appointments can be renewed up to 4 times
- Limited appointments are limited to 900 working hours per year

To request a staff appointment renewal, submit the following to Jasmine:

- Justification Memo
- Job Change Form (*with approvals*)
- Up-to-date Job Description (*JDs should be reviewed to ensure appropriateness*)

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**Staff Waiver of Recruitment Request:** If your employee is in a temporary staff appointment (limited or contract), you may want to request a waiver of recruitment to move them into a more permanent position (contract or career).

A waiver of recruitment is an exception to the recruitment policy, allowing an employee with unique skills to be moved into another appointment type (contract or career) without listing the position for open recruitment. To qualify, the original position needs to have been recruited for.

There are two types of waiver of recruitment requests, **limited to contract** appointment or **contract to career** appointment. Please consult with Flori regarding eligibility. Requests are reviewed by People & Culture on a case-by-case basis.

## **To proceed with the request you will need to:**

Download, complete and return the [CAREER WAIVER form\(PDF file\)](#) or [CONTRACT WAIVER form\(PDF file\)](#) to explain your reason for requesting a waiver of recruitment. Include a copy of the candidate's resume and job description with your request.

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**Appointment Changes:** changes to an employee's appointment (i.e. new appointment %, change in supervisor, new appointment end date) should be communicated to HR via submission of a [Job Change Form](#)

- All changes being requested should be included in the Action Requested field (either selected from the dropdown or written in as an additional action)
- All approvals should be obtained by the supervisor prior to submission

**Funding Changes:** to change the chart strings from which a person is paid from, the position's Financial Analyst should submit an Earnings Distribution Change request

*Monthly submission deadlines for job change forms and funding changes can be viewed on the Staff website under Payroll*

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**Reclassifications:** When there is a significant change (50% or more) in the duties initially assigned to a position, it may be appropriate to request a reclassification to assign the position a new job title or grade to an existing position. Note: *An increase in volume of work is not an increase of responsibility.*

To proceed with the request you will need to:

1. Consult with Flori
2. Submit a Reclassification packer consisting of:
  - New Job Description in JDX
  - Job Change Form (*with noted salary change, if applicable, and approvals*)
  - Old Job Description
  - Department's Org Chart

All requests are reviewed by Campus Compensation on a case-by-case basis

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**Equity Increase:** Used to correct a salary inequity that exists when an employee's salary is significantly below that of others in the same title code with similar performance, experience, skills, knowledge, and assignments. Examples of situations that may indicate a salary inequity include:

- The salary of a long term-employee is low relative to a new hire whose salary is market-driven.
- Significant salary compression exists between a supervisor and his/her employees.
- An employee changes from a contract to a career position in the same class due to an approved waiver of recruitment.

To proceed with the request you will need to:

1. Consult with Flori
2. Submit a Reclassification packer consisting of
  - Justification Memo
  - Job Change Form (*with approvals*)

All requests are reviewed by VCRO on a case-by-case basis