

Memo

To: Search Committees recruiting for administrative and support staff positions

From: Judy Bednar, Interim Human Resources Director

Date: 8/14/06

Re: Offers to Candidates

This memo is not a new policy or procedure in Human Resources but one that's being communicated for clarification.

During the recruitment process when you are ready to place an offer to a candidate to ensure you are following the hiring range given on the recruitment authorization paperwork. Please check with Marlene Ergen, Human Resources Coordinator for this information. If there is a need to go outside of the hiring range or offer benefits that do not follow our employee handbook, please read information below:

Salary

- If you want to make an offer to a candidate that goes outside of the hiring range and does not go above the incumbent's salary, prior to offering please discuss with HR.
- If you want to make an offer to a candidate that goes outside of the hiring range and goes above the incumbent's salary, prior to the offer please discuss with HR. The additional funded dollars will need to be identified and approved.
- If you want to make an offer to a candidate that goes outside of the hiring range and goes above the incumbent's salary, prior to the offer please discuss with HR. If you need additional funding outside of your budget you must go to the CFO (s) for funding and approval.

Benefits

- In rare occasions, benefits are offered to the candidate that do not follow our eligibility schedule or are not part of the employee handbook. If this occurs you must have approval through HR prior to offering to the candidate.

This memo is not meant to limit your authority it is meant to keep some consistency between institutions and departments.

Thank you for your cooperation.

Judy Bednar

Interim Human Resources Director