

COLLEGE POLICY

Hiring Support Staff and Support Staff Reclassification

Prior to making a salary offer to a staff member joining your area, please contact Ann O'Neill in the College HR office (aoneill@indiana.edu; 855-2761) to discuss the salary rate.

General hiring guidelines:

NEW STAFF HIRE

The College hires employees new to the IU system at a salary 2% above the beginning rate for the salary grade as set by Human Resources. The salary rate chart is available on the web:

<http://www.indiana.edu/~uhrs/salary/bloomington/sssalary.html>.

HIRING A STAFF MEMBER FROM WITHIN THE IU SYSTEM

Lateral transfer: if you select a staff member currently employed at the same salary grade as your position in another IU department, ***the salary will not change***.

Promotion: if you select a current IU staff member whose current salary grade is lower than your position, the new salary rate is set to maintain the staff member's relative position within the salary range. This figure is calculated by adding the difference between beginning rate of the new level and the beginning rate of the current level to the current hourly wage.

RECLASSIFICATION RESULTING IN A PROMOTION

If a position review results in reclassification to a higher rank, the new salary rate is set to maintain the employee's relative position within the salary range by applying the promotion formula above.

Additional information:

University Human Resources policies web site: <http://hr.iu.edu/policies/ss/9.0/9.4.html>
(support staff policy 9.4).

BEFORE YOU ADVERTISE A VACANT STAFF POSITION

Review the job description on record in HRMS and update if necessary. Please note: if there is no job description in HRMS, you will be required to submit a job description before advertising the position. You will not be allowed to advertise until HR reviews the new job description.

NEW POSITION DESCRIPTION FORM

The university-wide Position Description form for all Staff positions is now an online form. The content of the form has not changed; it simply replaces the Position Description Word document. The online form is designed to be more user-friendly and resolve the issues that users had with the Word document. Below is a link to the UHRS web page that contains a link to the form:

http://www.indiana.edu/~uhrs/salary/merged_index.htm

A couple of important notes regarding the new online Position Description form:

- Pressing the Submit button will generate an email to the user (person completing the form) with the form content. The Submit button does not send the form content to UHRS or input the content into an e-doc.
- Information entered into the online form is not saved until the user clicks on the Submit button at the bottom of the form. If a user needs to step away for an extended period of time, it is recommended that s/he click the Submit button. The form can continue to be revised using the content provided in the email.

Application Materials for hourly position

All individuals seeking employment with Indiana University must complete a university-approved application form before they can be offered any position. This requirement also applies to existing employees who are seeking another position. Persons seeking positions other than Hourly must apply using the online application (OLA) .

Persons seeking Hourly positions must contact the employing department directly and complete the employment form(s) linked below. Departments have the option of requiring a supplemental form for obtaining additional work history.

For the department's convenience, the form is available in a number of formats.

- For use on Web sites, departments can link to
 - Hourly Employment Application [HTML](#) | [PDF](#)
- For printing and copying by department
 - Hourly Employment Application [PDF](#)
- For printing and copying by department
 - Education and Work History Supplement [PDF](#)