

# UNIVERSITY POLICY FOR HUMAN RESOURCE

## Policy No. UPHR-13

### Classified/Nonclassified Employment Appointments in December

#### 1 General Information.

1.1 Scope: This policy governs the tendering and processing of personnel actions to create new employment appointments in December.

1.2 Authority: n/a

Passage Date: June 28, 2019

Effective Date: August 1, 2019

1.5 Controlling over: Marshall University

1.6 History: Amended to remove CTC. This policy was originally published as a Human Resource Services policy and procedure, *Classified/Nonclassified Appointments in December*, on January 3, 2005 and originally approved by the BOG on 3/8/2006.

#### 2 Policy:

2.1 Classified and nonclassified regular-status employment appointments (new hires) at Marshall University may not begin in December unless authorized in advance by the chief human resources officer.