

RUTGERS POLICY

Section: 60.9.15

Section Title: Legacy UMDNJ policies associated with Human Resources

Policy Name: Job Bidding and Promotion

Formerly Book: 30-01-20-25:00

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Originally Issued: 7/1/1990

Revisions: 6/29/2010; 7/1/2013; 10/10//2013 (Updated title)

Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.
2. **Reason for the Policy**
To establish policy regarding job bidding and promotion for staff employees in legacy UMDNJ positions.
3. **Who Should Read This Policy**
All Rutgers employees who are employed in legacy UMDNJ positions.
4. **Related Documents**
N/A
5. **Contacts**
University Human Resources: 848-932-3020
6. **The Policy**

60.9.15 JOB BIDDING AND PROMOTION

It is the policy of the University to encourage promotions from within. The University will consider the qualifications, past performance, abilities and seniority of all bidders in the selection process.

PROCEDURE:

1. Regular vacant positions, full or part-time at least twenty (20) hours per week, shall be posted on the job.rutgers.edu web site for a minimum of five (5) business days, excluding weekends and holidays.
2. If the hiring department has a vacant position below Grade 23, and has qualified candidate(s) within the department, the position may be excluded from the University- wide posting requirement. In such circumstances, the department should so advise Human Resources. The

position will then be posted with the notation "intradepartmental posting" indicating that only candidates from within the department will be considered. The Human Resources Generalist will also note on the University's job.rutgers.edu web site that the position is an **"INTRADEPARTMENTAL POSTING,"** therefore interested candidates external to the hiring department and the University need not apply.

3. Each posting shall include the posting date, posting number, location, position title, shift, basic qualifications and eligibility requirements, the salary grade (except for M, E, and V scale positions), maximum authorized hiring rate (if any), and facility.
4. Those eligible to apply as internal candidates for positions during the posting period include regular full-time and regular part-time (20 hours or more) staff members who have successfully completed their probationary periods (if required) and who have been in their present positions for at least six (6) months. Applications submitted by temporary staff members shall be considered with the outside pool of applicants.
5. A staff member wishing to apply as an internal bidder must do so by applying electronically on the job.rutgers.edu web site and identifying him/herself as a current Rutgers-legacy UMDNJ employee. Due to the volume of applications, applicants who do not apply online will not be considered.
6. University Human Resources will review the internal bidder's candidacy and personnel file to confirm that he/she meets the basic qualifications or requirements of the vacancy.
7. The hiring manager shall access the candidate review, selection and assessment form to identify qualified candidates. Except for **intradepartmental posted vacancies**, the hiring manager shall be permitted to consider outside candidates at the same time that qualified internal bidders are being interviewed.
8. The hiring manager shall interview, review personnel files, attendance records and evaluate internal bidders upon selecting the final candidates.
9. Upon receiving the completed electronic Vacancy Information and Candidate Record from the hiring manager, University Human Resources will be able to identify the selected candidate and make the promotional/transfer offer, except for positions subject to review by the Office of Employment Equity, any such offers shall be made after approval by Office of Employment Equity.

Please note: For HPAE Professional Lateral Transfers - Professional Staff who wish to transfer within the same operating unit (e.g. department) in the same title may submit a written request within five (5) business days of the posting to the immediate supervisor of the vacant position without having to formally bid on the vacancy. Should the staff member be denied the transfer, said denial may be appealed to University Human Resources within three (3) days of the denial. University Resources shall render a decision on the appeal prior to any job offer being made to another candidate. This provision shall not affect the employee's grievance rights under Article 3.03 of the Collective negotiations Agreement.

10. All internal bidders shall be notified in writing of the outcome of their candidacy.

NOTE: Please refer to the appropriate collective negotiations agreement concerning criteria to be considered when reviewing bids/applications, the length of the probation period and possible extension of probation, or what occurs should the successful bidder/applicant subsequently fail to successfully complete probation.