WASHBURN UNIVERSITY

Human Resources, Morgan Hall 263, (785)670-1538

Appointment Recommendation
for Administrative and Classified Positions

(1/12)

To: Human Resources Date _____

The interview process has been concluded and my recommendation for appointment is as follows:

Full Legal Name _____ **SSN** _____
(As shown on Social Security Card)

Preferred First Name* _____ **WU ID (if applicable)** _____
*(To be used in email address-if left blank, legal name will be used for email purposes)

Address _____
Street City State Zip Personal Phone

Proposed Appointment Date _____ **Position Number** _____ **FTE** _____

Position Title _____ **Department** _____

Proposed Rate of Pay $_____ **Annual** **OR** **Hourly** $_____ ☐ **10 month** ☐ **12 month**
Administrative Classified

Campus Address (Bldg/Room/Phone No.) _____
(To be used in Campus Directory)

Employee to whom this position reports: _____
(This will be used to establish approval queues for leave reporting and time entry. Should be the position of the individual who will be conducting performance reviews and approving leave for this employee. If a second level of approval is required for time or leave reporting, please list that position title as well.)

NOTE: *Please return all application materials to Human Resources with screening and interview documentation, a completed Recruitment Summary and this recommendation.* **A completed Employment Eligibility Verification Form I-9 must be submitted to Human Resources before the appointment process can be completed.**

Job-related reasons for this recommendation:

For Human Resources Use Only:

RECOMMENDED BY:

Position Supervisor _____ Date _____

APPROVALS:

Department Head _____ Date _____

Dean/Director (as applicable) _____ Date _____

Area Head _____ Date _____

VP for Administration/Treasurer _____ Date _____

Once you have completed the interview process, please contact Human Resources regarding appointment and salary recommendations.

Offers of employment shall be made contingent upon acceptable results of criminal background check and/or pre-employment drug test (as required) and approval by the Vice President for Administration and Treasurer.

Following is policy and procedural information from the Washburn University Policies, Regulations and Procedures Manual, Subject B. Recruitment and Employment.

*The supervisor's recommendation for employment shall be made in coordination with the Human Resources Department.

*Supervisors shall make no commitments concerning rates of pay or employment during the recruitment and employment process. These matters will be handled in cooperation with Human Resources and require final approval of the Vice President for Administration and Treasurer.

*Under no condition shall a person be permitted to begin work until final authorization has been received from the Vice President for Administration and Treasurer.

*The source of funds shall have no bearing on the rates of pay established for positions.

*No person shall be appointed to or employed in a classified position under a title not included in the Classified Compensation Schedule.

*When a classified employee receives a **promotion** (employment in a position classification which has a **higher** entry rate than the position classification currently held), the rate of pay will be determined as follows:

- If the employee's current rate of pay is less than the entry rate established for the classification of the new position, the rate of pay will be increased to the entry rate for the classification of the new position, or to a rate at which a new, equally qualified employee would be hired, whichever is greater.

- If the employee's current rate of pay is within the range of pay established for the classification of the new position, the employee may be granted an increase, provided the increase does not exceed the maximum rate of the new classification and funds are available.

*When a classified employee **transfers** (employment in a position classification which has the **same** entry rate as that position classification currently held), a change in pay rate is not appropriate.

*If the **demotion** of a classified employee occurs (employment in a position classification which has a **lower** entry rate than the position classification currently held), the rate of pay will be established within the range for the classification to which demoted, and normally shall be less than the rate currently being paid in the higher classification.