



POLICY ON INTERNAL JOB POSTING - NON FACULTY EMPLOYEE

Dated: March 30, 2015

Supersedes: HR.113 *Job Posting - Non Faculty Employee* dated April 7, 2005

I. PURPOSE

To establish guidelines providing a fair and equitable program so that non-faculty employees may have the opportunity to be considered for positions within the College consistent with their skills and potential.

II. POLICY

It is the policy of New York Medical College to maintain a program which provides employees the equal opportunity to be considered for positions within the organization consistent with their skills and potential. New York Medical College supports the concept of promotion from within and increase the effectiveness and development of our human resources. Notwithstanding, these guidelines are not to be strictly construed nor are they intended in any manner to confer any rights or benefits upon specific employees.

III. SCOPE

This policy applies to all College vacant position except for faculty and officer postings.

IV. DEFINITIONS

A. *Job posting* - the procedure whereby College employees are made aware of career opportunities within the College and the steps the employee should take to apply for these positions. These opportunities are posted through the college intranet and listed in career opportunities on the Human Resources' website.

B. *CBU* - Union represented employee (Collective Bargaining Unit)

V. PROCEDURE

A. Employees may be informed of open positions, qualifications for these positions, and how to apply for positions according to the following posting requirements:

1. Non-Exempt, Exempt, and Exempt I positions will be posted at all locations, including Affiliations offices.

2. CBU positions will be posted in accordance with provisions of the collective bargaining agreement.
- B. All employees may file an internal **Employment Application (HR-22)** for a position provided they have met the minimum time requirements in their present position and are currently an employee in good standing. The time requirements are:
1. Employees in exempt positions must have been in their current positions at least twelve (12) months.
 2. Employees in non-exempt positions must have been in their current positions at least twelve (12) months in order to bid on positions outside of their current department.
- C. Grade level designations will be determined through Human Resources.
- D. All open positions may be posted on College bulletin boards located at strategic locations, enabling employee's access to this information, except as otherwise determined by the College. Posting locations are as follows:
1. Basic Sciences Building
 2. Vosburgh Pavilion
 3. Administration Building
 4. School of Health Sciences and Practice
 5. Skyline Drive
 6. Dana Road Facility
- E. **Employment Application (HR-22)** forms shall be made available through the Human Resources Department.
- F. Positions will remain posted for five (5) working days during which time an employee in good standing can apply. After a closing date, an employee may apply for consideration. Listings of open positions shall be retained on the Human Resources' website under career opportunities.

VI. EFFECTIVE DATE

This policy is effective as of the date signed below.

VII. POLICY RESPONSIBILITY

- A. Employees
1. Keeping informed of and responding to position opening for which they are interested and qualified by completing the attached Job Posting Application (HR-22) form for consideration.
 2. Submitting their application to the Human Resources Department or Affiliation Administration Office.

3. Notifying their supervisor prior to the interview when possible. Employee must notify the supervisor prior to accepting the position once an offer is extended.
4. Seeking counseling and career planning advice from their immediate Supervisor and the Human Resources Department.

B. Supervisors/ Administrators

1. Informing employees of the Job Posting Program and how it works.
2. Preparing and updating job descriptions, including selection criteria for open positions in their area.
3. Initiating a Personnel Requisition Form (HR-3) when openings occur and ensuring its timely routing to the Human Resources Department.
4. Interviewing and selecting candidates for the positions, completing applicant appraisal form and affirmative action summary, and submitting them to the Human Resources.
5. Consult with internal candidate's current department administrator regarding offer, date of transfer and vacation carryover or pay out.
6. Providing counsel to employees in their departments.

C. Human Resource Department

1. Assisting supervisors in preparing job and updating descriptions and accurately stating selection criteria.
2. Assisting supervisors in counseling their employees for career planning when candidates are not selected.
3. Counseling all applicants with career planning when candidates are not selected.
4. Obtaining approvals for all personnel requisitions (HR-3) and posting notices, verifying grade levels and qualifications.
5. Screening applications and referring qualified candidates' applications to the hiring department. Encouraging hiring department to interview all qualified internal candidates.

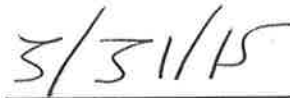
VIII. POLICY MANAGEMENT

Responsible Officer: Vice President of Operations
Responsible Executive: Director of Human Resources
Responsible Office: Human Resources Department

APPROVED:



Edward C. Halperin, M.D., M.A.
Chancellor for Health Affairs and
Chief Executive Officer



Date