(A) Policy statement

The Human Resources and Talent Development Department shall provide a service for The University of Toledo by recruiting staff employees.

1. The Vice President and Chief HR Officer or designee is responsible for the implementation of this policy.

2. Replacement Position: When a staff vacancy is to be filled, the supervisor must submit an electronic personnel action form (EPAF) to secure the necessary approvals and begin the recruitment process. Advertising for applicants will originate from the Human Resources and Talent Development Department.

3. New Position Classification: Requests for a new position are also processed by use of the EPAF, and must be accompanied by a position description denoting the basic character of the work, examples of duties, essential knowledge, abilities and skills required, etc. The classification of a new position will be determined by the Human Resources and Talent Development Department in accordance with civil service regulations, the policies of the University, and laws set forth in the Fair Labor Standards Act for the unclassified staff. Positions shall be classified based on actual duties performed by the position. In no case will positions be classified higher or lower than the duties allow.

4. Posting Openings: All full time classified and unclassified position openings at the University are posted on the University’s Employment Opportunity site located at http://jobs.utoledo.edu. Lateral and vertical job mobility is encouraged. In order to bid on a classified opening, current bargaining unit members must follow the appropriate collective bargaining agreement.
5. **Personnel Actions:** To enter new employees on the payroll properly, see the policy 3364-25-119 Personnel Actions.

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**Approved by:**

Nagi G. Naganathan, Ph.D.
Interim President

April 10, 2015

**Date**

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**Policies Superseded by This Policy:**

- Previous 3364-25-118, effective date February 10, 1999

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**Review/Revision Completed by:**

Vice President and Chief HR Officer

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2