


Name of Policy: Filling Staff Vacancies Policy Number: 3364-107-206 Approving Officer: Medical Director, Clinical Pathology Responsible Agent: Director, Clinical Pathology Administrative Director, Lab Scope: Pathology Laboratory University of Toledo Medical Center		 Effective date: 01/04/2025 Original effective date: 09/28/2002	
Key words: New vacancies, replacement vacancies, resignation process, separation with University, bidding process.			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

New and replacement positions must be appropriately documented and approved by the Lab Manager and Hospital Administration.

(B) Purpose of policy

To ensure positions are posted correctly and vacancies are filled expeditiously.

(C) Procedure

1. The supervisor must obtain the letter of resignation from the employee leaving a position.
2. The supervisor must acknowledge, in writing, that the resignation has been accepted.
3. The director, manager, or coordinator will complete the electronic separation form to ensure the employee receives his/her last paycheck and has no outstanding tickets, debts etc. at the University.
4. An electronic PAF is generated by the Administrative Director or Lab Manager.
5. The position will be posted for internal bid according to Union contract. Qualified candidates will be interviewed using a structured interview process. Human Resources will notify the successful candidate, offer the position and set up drug screening and orientation sessions.
6. The start-date will be sent to the supervisor, Lab Manager and the Pathology Administrative Assistant. The successful candidate's resume, applicable transcripts, licensures and certifications will be placed in the employee's record.

<p>Approved by:</p> <p><u>/s/</u> Name: Amira Gohara, M.D. Title: Medical Director, Clinical Pathology</p> <p><u>1/10/2025</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Joshua Otiso, Administrative Director, Lab</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>P-06</i> <p>Initial effective date: 09/28/2002</p> <p>Review/Revision Date: 01/04/2025</p> <p>Next review date: 01/04/2027</p>
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