

**POLICY 2
EMPLOYMENT AND SEPARATION**

Rule 2.03 - Filling Vacancies/Employment Registers

The selection of an individual to fill a position from among the qualified candidates is a management prerogative provided that it is accomplished in compliance with the rules and procedures of the State Universities Civil Service System. Employee grievances relating to such selection cannot be arbitrated.

Regulation

2.031 Filling Vacancies

Filling vacancies is the responsibility of the head of the campus human resources office in accordance with Civil Service Rule 250.60:

- A. The head of the employing unit or a designee will identify a vacancy and submit the requisition to the campus human resources office. Certified candidates will be referred from active employment registers for selection by the employing unit. Candidates may be interviewed by a designated official of the employing unit or by a staff member of the campus human resources office or by both.
- B. Removal of names from registers will be made by the head of the campus human resources office or a designee.
- C. Applicants or employees whose names have been removed from registers may request restoration of their names to registers by submitting requests to the head of the campus human resources office or a designee.
- D. Registers are closed for the purpose of certification of the names of candidates to a particular vacant position at a time established by the head of the campus human resources office