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