

UNIVERSITY of
NORTHERN COLORADO



OFFICE OF THE PRESIDENT

**HIRING APPROVAL & DEST AUDIT PROCESS – REVISED PROCEDURES
MARCH 8, 2005**

PREVIOUS HIRING APPROVAL PROCEDURE

- University Procedure for Presidential Approval of Administrative Position Authorization Requests established on August 18, of 1999 and revised on September, 25, 2001.

Presidential approval required for the hiring of classified and exempt positions with a salary of \$30,000 or more; independent contractors that annual payments of \$30,000 or more; classified and exempt positions that receive annual payments of \$30,000 or more through salary and personal service agreements (PSA).

Requests for hiring approval are to be accompanied by a 1-2 page summary that address ten hiring guidelines.

**HIRING APPROVAL & DESK AUDIT PROCESS – REVIESED PROCEDURE
EFFECTIVE MARCH 8, 2005**

- Maximum Authorized Salary for replacement of classified positions cannot exceed 1.15x the minimum salary for position class title. Exceptions require approval of the President.

Maximum Authorized Salary for faculty and administrative exempt positions cannot exceed 94% of CUPA Salary Average of Position for Peer Institutions, or, if there is no CUPA position match, other salary resource, e.g., professional association salary survey, as approved by Human Resource Services. Exceptions require approval of the President.

The hiring process for vacant positions with a Maximum Authorized Salary of \$75,000 or more for classified, faculty, and administrative exempt positions requires authorization and approval by the President.

Salary increases for an upward position reallocation from approved desk audits will only be authorized if the employee's base salary is below the minimum annual salary for the new position class title. Exceptions require approval of the President.