NORTHERN KENTUCKY UNIVERSITY

STAFF VACANCY MANAGEMENT PROCESS

1. Hiring department should analyze how the position should function within the organization not just how it has been filled in the past. Consider alternative solutions to reduce costs while operating as effectively and efficiently as possible. Options include

    a. **Reducing hours** - Redesigning the schedule and reducing the total hours (or full-time equivalent FTE) by pro-rating the week (i.e., working four days a week for a total of 30 hrs) or pro-rating the year (i.e., working 10 out of 12 months).

    b. **Reclassifying** - Redesigning the work so that it can be accomplished with a lower pay grade position

    c. **Student engagement** - Shifting the responsibilities to support more reliance on student workers

    d. **No change** – after reviewing the JAQ and departmental needs, it is determined that the position will be filled as was previously

2. Hiring department creates the posting and, as part of the posting process, completes the vacancy management information aligning vacancy details to strategic goals.

3. Posting (and vacancy proposal) approved through the senior area administrator.

4. Senior area administrator reviews the vacancy proposal and either approves, approves with some changes, declines or sends back to the department for more work or information.

5. The position vacancy is reviewed by the Budget Office.

6. Once approved, the posting is forwarded to HR.

7. HR compiles all posting requests and submits them for consideration by the Executive Team.

8. Members of the Executive Team approves each position

9. The president makes the final determination.

10. The determination is documented by HR and communicated to the hiring manager/department head.

11. The position can then be posted to the NKU jobs site.