

TEMPORARY POLICY

Effective January 1, 2009 through June 30, 2011

Effective Date: January 1, 2009

Approved by: Bruce Shepard, President

See Also: [PRO-U5400.25A](#) Filling Vacancies Through Internal Placements
[E-Form](#): Request to Fill Vacancy

POL-U5400.25 Temporary Policy To Facilitate Internal Placements

This policy applies to employees covered under a collective bargaining unit agreement or handbook in support of the university's value of excellence and goal of retaining employees during times of significant budgetary restraints. This policy has been established to support maximizing and retaining Western's human capital through management efficiency and cost saving endeavors while remaining sensitive to equal employment opportunity principles and affirmative action goals.

Hiring authorities are required to follow this policy when filling a vacancy during time periods of significant budgetary constraints as determined by Western's President.

Definitions:

Internal Reassignment – When a current employee is reassigned to a position without going through a formal competitive process.

Internal Search – When a current employee is selected for a position through a formal internal competitive process.

Internal Placements – Employee placement as a result of internal reassignment or internal search.

1. University Supports Retention of Its Employees to Meet Institutional Objectives

The university is committed to having flexibility to reorganize, reassign and fill vacant positions with internal employees.

2. Hiring Authority Approves All Requests For Internal Search of Permanent Vacancies

Hiring authority (the President or vice presidents) must approve an internal search or reassignment to fill a vacant permanent position.

TEMPORARY POLICY

3. **Executive Officers Are Permitted to Consider Internal Placements**

Prior to authorizing an external search, executive officers will consider utilizing attrition opportunities to achieve cost savings and avoid potential layoffs. Consideration includes:

- a. Reassignment within their own division;
- b. Discussing possible reassignment with other divisions; and,
- c. Internal search. (See [PRO-U5400.25A Filling Vacancies Through Internal Placements](#))

4. **Review Prior to Internal Placement**

Prior to internal placement, review of the internal placement will be conducted by the:

- a. Director of Human Resources;
- b. Appropriate dean or department director; and
- c. Vice Provost for Equal Opportunity.

5. **Compensation Assignment to Follow Current Applicable Handbook or Bargaining Unit Agreements**