

# STOCKTON UNIVERSITY



## PROCEDURE

### Job Posting (Classified Employees)

Procedure Administrator: Associate VP for Human Resources  
Authority: N.J.A.C. 4A:4-1 *et seq.* and Bargaining Unit Contract  
Effective Date: March 24, 1976; June 21, 2007; August 10, 2010; November 23, 2010; December 29, 2018  
Index Cross-References:  
Procedure File Number: 6300  
Approved By: Harvey Kesselman, President

Stockton University believes in the principle of promotion from within and rewarding employees for experience and a positive work history. Stockton also follows its commitment to affirmative action and equal opportunity. In keeping with these principles, it is the policy of the University to implement the job posting provisions under New Jersey Civil Service Commission (CSC) rules and regulations and negotiated collective labor agreements.

**Existing or Planned Vacancies:** Existing or planned job vacancies within the classified service competitive and non-competitive division, and within the scope of eligibility established by the Civil Service Commission, must be prominently posted in order to make known promotional opportunities for University employees within a department or organizational unit of the University. Such vacancies will be posted on the University's [Human Resources website](#). Postings of such promotional opportunities will take place before any notices of such vacancies are published in newspapers or otherwise advertised outside the University.

**Contents of the Posting:** Postings must include the job classification, the salary range, the position number, the authorized hiring rate (if any), a description of the job, any required qualifications, and the procedure to be followed by employees interested in applying.

**Provisional Vacancies:** If a position is to be filled provisionally that would constitute an advancement opportunity at that work location, it is to be posted at the University. The University may simultaneously advertise the opportunity externally.

**Notification of Appointment:** The University will notify the hiring manager of the name of the person appointed when an appointment is made as a result of a job posting and will forward copies to the appropriate collective negotiations representative's office.

**Time of Posting:** The time periods for all the above postings vary from labor agreement to labor agreement, and employees should consult their agreement. In general, a position must be posted for fourteen (14) days. Also, with regard to all job postings, the University may make a broader posting than specified in collective labor agreements.

**Change of Shift:** When there are vacancies available on the day shift which could be filled through lateral transfers from workers on the evening or night shift, such vacancies will be posted so that evening and night shift workers can apply for such lateral transfers. See applicable collective negotiations agreement.

Review History:

	Date
Associate VP for Human Resources	12/04/2018
General Counsel	12/19/2018
Cabinet	12/19/2018
President	12/29/2018