

CAREER GROWTH

Job Descriptions and Review Process

Division heads and department managers are responsible for providing the Office of Human Resources with up-to-date position descriptions. The Office of Human Resources reviews the position and makes a recommendation to the Vice President of Finance and Management, who will consult with the Vice President of the relevant division. A memo from the responsible manager/director explaining how the job meets these criteria is required for the evaluation. Additionally, an updated job description will be written with input from the manager/director of the job incumbent. Alternatively, an employee may write a memo to both the manager and Human Resources requesting reevaluation of the job.

Job Postings

Generally, all positions are posted except for those that qualify under the promotion policy. Staff members interested in applying for a posted job are encouraged to submit a letter of application through the applicant tracking system, including their qualifications, why they are interested in the position, and an updated resume. Job openings are posted on the Human Resources Web Page (<https://denison.edu/campus/human-resources/>) as well as advertised regionally and/or nationally.

Pay Increases and Rates

Denison conducts periodic wage and salary surveys of businesses and organizations in Licking County and surrounding areas in its ongoing objective of maintaining a competitive wage/salary program. The recommended increases are based on comparable market pay information, and internal equity considerations. Increases are not across-the-board and will vary according to the above factors.

Annual pay increases are not guaranteed. Each year the university reviews the availability of funds that can be allocated to wages, when it is determined that there will be an increase, adjustments will normally take place on July 1. Adjustments other than those based on cost changes in the marketplace and available funding may be granted at other times of the year to correct inequities, allow for promotion, or support job transfers.

Pay range related positions include administrative assistants, accounting clerks and all other secretarial/clerical and supervisory/technical positions. A pay range and a pay grade have been determined for the range-related positions. In most cases, starting rates for such positions will be the minimum of the pay grade. Any questions concerning your rate of compensation should be discussed with your supervisor, division head or the Office of Human Resources.

Performance Development

The performance development process is designed to enhance communication between the supervisor and direct report in areas critical to the development of an employee including professional development, recognition, as well as positive and constructive feedback.

Each employee, if employed for over one year, will be part of one annual review. Outside of this formal process, supervisors and direct reports are encouraged to meet regularly on a frequency that works best for them.

These one-on-one meetings can be used to further discuss the topics mentioned above as part of the performance development process or to provide updates on assignments and get direction for next steps.

Promotions

The purpose of Denison University's promotion policy is to provide an opportunity for internal mobility using a fair and consistent process, as well as to provide a mechanism whereby employees can be recognized and rewarded for their exemplary performance and professional development.

Process and Criteria

When an employee is considered uniquely qualified for an open position, the hiring manager/director may request to promote the employee and bypass the typical posting and advertising process. The hiring manager/director must write a proposal, with support and approval from the appropriate vice president, detailing how the employee is considered uniquely qualified for the position and forward it to the Office of Institutional Equity and Diversity and the Office of Human Resources. The directors of these two offices will make a recommendation to the president regarding the proposal to promote the employee. The final decision rest with the president, who will provide a written response to the manager's promotion request. Upon receipt of the president's written response, the Office of Human Resources will notify the parties of the final status of the request.

In making the case for the employee's eligibility for promotion, the hiring manager must show how the following criteria is met:

- The employee must be considered uniquely qualified;
- The employee's performance at the university must be exemplary;
- The employee must possess all the required skills and abilities required of the position;
- The employee must possess the relevant experience required;
- The employee must be able to demonstrate continued professional development in his/her field since date of hire;
- The employee must possess the minimum education required, and ideally possess the preferred education specified.

Reporting Personal Changes

Each employee is required to report any changes which may affect personnel records, to the appropriate office.

Office of Human Resources:

- Change in name
- Change in telephone number
- Change in beneficiary for life insurance
- Change in marital status
- Change in number of dependents for medical insurance

Payroll Office:

- Change of income tax exemptions
- Change of address

Staff Working Outside Their Primary Position

Occasionally, employees work outside of their primary job, such as assisting with special events, driving a van for a student event, or other temporary/casual assignments involving duties apart from the employee's primary position. Below are the guidelines that will be used to determine the rate of pay for working in these temporary/casual

assignments. All requests for temporary/casual assignments must be coordinated with the Office of Human Resources prior to attaining current staff to work to ensure all parties understand the pay arrangements of the temporary/ casual assignment.

The employee will be paid their current hourly rate if the pay classification is similar to their current classification. If this is not the case, then the employee will be paid an hourly rate consistent with the temporary assignment they're being asked to perform. These guidelines also apply to retired employees working occasionally in a casual position.

Lastly, the supervisor/manager of the temporary assignment must furnish the Office of Human Resources with an email or memo authorizing the assignment.