DATE:

November 5, 2002

SUBJECT:

New Procedures for Appointment Above Minimum Requests

for AFSCME Represented Employees

TO:

ALL HUMAN RESOURCE DIRECTORS OF ALL

DEPARTMENTS, INDEPENDENT ADMINISTRATIVE BOARDS AND COMMISSIONS AND OTHER STATE AGENCIES UNDER THE GOVERNOR'S JURISDICTION

FROM:

Nancy Dering Martin

Deputy Secretary for

Human Resources and Management

The Office of Administration must notify AFSCME of an appointment above the minimum before the candidate is approved. AFSCME is very sensitive to appointments above the minimum, especially in situations where the candidate is placed at a salary higher than current employees. We recently met with AFSCME at their request to discuss appointments above the minimum. As a result of the meeting, we are implementing the following procedures on a trial basis.

- 1. Prior to requesting an appointment above the minimum, agencies <u>must</u> post the vacancy in counties bordering the county in which the vacancy exists, if not statewide. Employees requesting a transfer should be interviewed and selected if qualified, before requesting an above the minimum appointment.
- 2. Requests for appointments above the minimum must include <u>all</u> data regarding the agency's attempts to fill the position. This includes the posting method, civil service lists utilized, candidate lists referred by the Bureau of State Employment, and any other recruitment efforts, such as newspaper or radio advertisements. This information will be transmitted to AFSCME.

3. The Office of Administration will notify AFSCME Council 13 in writing about an imminent appointment above the minimum. We will allow AFSCME ten working days to review and comment on the appointment above minimum. In those cases where the ten working day comment period may result in an agency losing a candidate for a critical and difficult to fill vacancy, the Office of Administration will advise AFSCME that a prompt comment is necessary. Please advise the Salary Administration Division when there is a need to make an immediate offer of employment for critical and difficult to fill vacancies.

If you have any questions, please contact Gregg Matthews at 783-8141.

cc: Secretary Fritz Bittenbender
Don Adams
Ralph Winters
Carol Scott