

Establishing a Staff Position

HR



About This Policy

Effective Date:

11-01-1979

Last Updated:

02-01-2016

Responsible University Office:

University Human Resources

Responsible University Administrator:

Vice President and Chief Financial Officer

Policy Contact:

[University Human Resources](#)

hrpolicy@iu.edu

Related Information

* [Student Social Security Tax Withholding Exemption](#)

Related Forms

* [Position Description form](#)

[Scope](#)

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[Scope](#)

This policy applies to all Staff positions.

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[Policy Statement](#)

1. It is the policy of Indiana University that if a position is expected to require at least 1,508 hours (75% FTE) or more of work in a calendar year, then the position is to be established as a Staff position following normal campus and university procedures.
2. It is the policy of Indiana University that if a position is expected to require less than 1,508, but at least 1000 hours (50% FTE) of work in a calendar year, then the position may be established as a Staff position if (1) the position is needed for at least ten months in a twelve month period, and (2) funds are available before establishing it as a Staff position.

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Reason For Policy

The 1,508-hour threshold is based on the Board of Trustees direction that employees who perform full-time work for Indiana University should be treated in a consistent manner, with similar rights and privileges provided to other full-time employees. The 1,508 figure is based on an amount that approximates full-time employment (2,080 hours, 100% FTE) less university-provided paid time-off for holidays, vacation, PTO, and sick leave.

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Procedure

1. The steps for establishing a Staff position are:
 - a. Create a Position Description as described in the [Position Description policy](#).
 - b. Obtain approval for establishing the new position using procedures specific to the campus and department.
 - c. Options include establishment on a 12-month or 10-month basis and from 50% to 100% FTE.
 - d. If the position is going to be established as a 10-month position, follow the [10-Month Staff Positions procedures](#).
 - e. Follow the position classification procedure described in the appropriate policy, as it applies to the [Position Classification/Reclassification policy](#).
 - f. Contact the campus Human Resources office to begin recruitment for the position.
 - i. A current [Position Description](#) must be on file with the campus Human Resources office before listing the job internally or externally.
2. Procedures for the creation of Temporary positions can be found in the [Temporary Positions policy](#).

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Definitions

Staff positions are defined as budgeted line positions and may be eligible for such benefits as health care, life insurance, the IU tuition benefit, vacation, and other paid time off benefits, depending on the FTE status of the position.

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Sanctions

Managers, supervisors, and employees who violate this policy are subject to disciplinary action, up to and including termination.

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Additional Contacts

Policy Interpretation
UHRS
812-856-6047
hrpolicy@iu.edu

Policy Interpretation

Campus HR office

Various

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History

Replaces all the following policies:

AFSCME (BL, IN, SB)	1.1 - Establishing Staff Positions
AFSCME Police	Establishing a Staff Position
CWA	9.1 - Establishing Staff Positions
Professional Staff and Support and Service Staff not Covered by a Union	2.1 - Establishing Staff Positions
Temporary	1.3 - Establishing Staff Positions