HR Action Approval Process for ABSC Customers

I. Written VP/Dean or Delegate Approval

Written VP/Dean or delegate* approval (see Section II "Delegate Approval on Behalf of VPs/Deans") is required for the following HR actions:

- staff recruitments
- reclassifications/off-cycle pay increases
- temp hires/extensions
- additional pays
- FTE/term changes that result in a compensation increase

Information to include in the VP/Dean or delegate approval for each type of HR action is described below. *Please note that some actions require an additional approval by Classification & Compensation (Class & Comp).*

Staff Recruitments/Off-cycles/Reclassifications:

Include in VP/Dean/Delegate approval:

- Position classification
- Proposed salary range
- Off-cycle/reclass only – description of significant change in duties that warrants off-cycle/reclass review

Send VP/Dean/delegate approval and any other required documentation with your request to adminbsc@uvm.edu.

Temp Hires:

Include in VP/Dean/Delegate approval:

- Pay rate
- Start/end dates of assignment (maximum 6 months)
- Description of work to be performed

Class & Comp approval requirements:

- Department must request Class & Comp approval prior to submitting request to the ABSC if:
  - Proposed hourly rate exceeds the maximum listed in the Temp Employee Pay Rate Spreadsheet
  - This is a temp exempt hire (see instructions under “Additional Pays”)
- Email Class & Comp approval request to HRSInfo@uvm.edu.

Send VP/Dean/delegate approval, Class & Comp approval (if required), and any other required documentation with your request to adminbsc@uvm.edu.

Temp Extensions*:

Include in VP/Dean/Delegate approval:

- Pay rate
- New job end date (maximum 6 months)
- Description of ongoing need for this work

*Temp extension requests must be submitted no less than two weeks prior to the current expected end date.

Send VP/Dean/delegate approval with your request to adminbsc@uvm.edu.
Additional Pays:
Include in VP/Dean/Delegate approval:

- Reason for additional pay
- Pay amount
- Start/end dates for the additional pay

Class & Comp approval requirements:

- The following additional pays require Class & Comp approval prior to submitting request to the ABSC:
  - Awards & bonuses
  - Short-term additional work
  - Temp non-exempt pay
  - Temp exempt executive work
  - Temp exempt administrative work
  - Temp exempt professional work
  - Temp exempt computer/technical work
  - Temp other (reason for payment doesn’t fit in other temp hire categories)
  - General other (reason for payment doesn’t fit other additional pay categories)
- Email Andrea Mast with the time period for the additional duties as well as a bulleted list of the new duties
  that will be done and any duties that will not be performed during this time period. Andrea will provide a
  recommendation for the additional pay amount/percentage.
- Obtain VP/Dean or delegate approval after receiving the Class & Comp recommendation.

Send VP/Dean/delegate approval, Class & Comp approval (if required), and any other required documentation with your
request to adminbsc@uvm.edu.

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FTE/Term Change Increases:
Include in VP/Dean/Delegate approval:

- Specifics of FTE or term change
- Effective date of change
- Temporary or permanent change. If temporary include start/end date.

Send VP/Dean/delegate approval and any other required documentation with your request to adminbsc@uvm.edu.

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II. Delegate Approval on Behalf of VPs/Deans

VPs/Deans are encouraged to select up to two delegates to approve HR actions on their behalf per the below:

- The VP/Dean will be responsible for any actions put forward by the delegate.
- The VP/Dean sends a one-time delegation of authority letter to the ABSC stating the individual(s) to serve as
  their approval delegate(s) for this process.
- Once a delegation of authority letter is on file, the ABSC will accept all requests and approvals made by a
  delegate on behalf of the VP/Dean.
- Any divisional contact may send the delegate’s written approval to adminbsc@uvm.edu along with the required
  documentation for the request. Delegates may also submit approved requests themselves.

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