

HSC STAFF APPROVAL MATRIX

Action	Funding Source	HSC Sr. Executive Officer for Finance & Administration	Dean/Director Approval
Career Ladders	Restricted or Unrestricted	Yes	Yes
New Regular Positions	Restricted or Unrestricted	Yes	Yes
Equity Issues, affecting > 3 employees or less employees only need Dean/Director) (3	Restricted or Unrestricted	Yes	Yes
Reduction in Force	Restricted (if prior to end of term) or Unrestricted	Yes	Yes
Faculty Signatory	Restricted or Unrestricted	Yes, but only in absence of Dr. Morrison	Yes
Counter Offers in order to retain existing employee	Restricted or Unrestricted	Yes	Yes
Department Reorganizations	Restricted or Unrestricted	Yes	Yes
Out of Guidelines/Mass Salary Update - Exceptions	Restricted or Unrestricted	Yes	Yes
Term employees changing to regular staff	Restricted or Unrestricted	Yes	Yes
Extension of Probationary Period	Restricted or Unrestricted	Yes	Yes
Temporary Employees	Restricted or Unrestricted	No	Yes
In Range Adjustments	Restricted or Unrestricted	No	Yes
PRQ's	Restricted or Unrestricted	No	Yes
New Positions Term Funded	Restricted or Unrestricted	No	Yes
Replacements Positions	Restricted or Unrestricted	No	Yes
Underutilized (must follow requirements)*	Restricted or Unrestricted	No	Yes
FTE Change	Restricted or Unrestricted	No	Yes

Above refers to all positions Grade 15 and above. Grade 14s and below will need Dean/Director approval only.

*Underutilized positions will be posted for minimum of 10 days instead of the previous practice of 15 days. Advertise in appropriate journals/newspapers - minimum of \$100 to be spent for each underutilized position.

Grant funded term positions do not need approval of the Sr. Exec Officer. These positions can be posted for their full term in years.

Revised 27-FEB-2013