



The Universities

AT SHADY GROVE

OFFICE OF HUMAN RESOURCES

Regular Staff Hiring Process for Exempt and Non-exempt Positions

Procedure Owner: Office of Human Resources

I. Definitions

Regular Status:

Any position that is established as a line item and appears in the personnel detail of an institution's budget. Employees on Regular Status are eligible for all benefits offered by the USM, based on percentage of time worked.

[\(USM Bylaws, Policies, and Procedures of the Board of Regents – Policy VII – Section IV - 9.31 - A, Revised September 9, 2005, pg. 2\)](#)

Exempt Employee:

Employees in Exempt positions are exempt from overtime provisions of federal and state wage and hour laws, and Exempt employees are expected to work when needed, including the hours necessary to complete assignments on a schedule that satisfies the requirements of the job and needs of the department. A full-time commitment typically requires a minimum of 80 per bi-weekly payroll period.

[\(USM Bylaws, Policies, and Procedures of the Board of Regents- Policy VII-6.10 – Policy on Work Schedules for Regular Exempt Employees, Effective January 2, 2000. p. 1\)](#)

Non-exempt Employee:

Employees in Non-exempt positions are subject to overtime provisions of federal and state wage and hour laws. Overtime will be paid at an overtime premium rate of one and a half times the employee's regular pay rate for all hours worked over 40 hours per pay week.

[\(USM Bylaws, Policies, and Procedures of the Board of Regents, Policy VII-6.10 – Policy on Work Schedules for Regular Exempt Employees, Effective January 2, 2000. .p. 1-2\)](#)

II. Acronyms

UHR – University Human Resources – College Park

OHR – Office of Human Resources – Shady Grove

HM – Hiring Manager

PHR – Payroll Human Resources

FLSA – Fair Labor Standards Act

COO – Chief Operating Officer

III. Regular Staff Hiring Process

Requesting a Position

- i. Hiring Manager (HM) determines the need for a permanent position and shares position description with the Office of Human Resources (OHR);
- ii. OHR reviews the job description and provides HM with the job classification for the position to include the proposed job title, required years of experience and education, and the Fair Labor Standard Act (FLSA) status;
- iii. HM receives job description and confirms with Budget Office what department funds are available for the position. It is incumbent upon the HM to delineate the fund sources before continuing.
- iv. HM forwards request to the Sr. Division Officer for approval and discusses the strategic department need for the position;
- v. Sr. Division Officer shares with the Executive Director the strategic need for the position and addresses funding, if approved,
- vi. Sr. Division Officer (or designee) completes the Permission to Recruit form and forwards to OHR;
- vii. OHR reviews and forwards the Permission to Recruit form request to the Chief Operating Officer (COO);
- viii. The COO signs the Permission to Recruit form and notifies OHR;
- ix. OHR sends position to UHR Compensation and Classification for review and approval;
- x. UHR Compensation and Classification completes job analysis and returns to OHR;
- xi. OHR updates HM as appropriate on any new job classification or other updates or changes on the position. *NOTE: If proposed salary is not within budget, funding discrepancies must be resolved prior to recruiting.*

Requesting a Position

- i. OHR discusses recruitment plan with the HM;
- ii. OHR sends the search and selection plan to Equity Officer - UMCP for approval;
- iii. OHR and UHR post the position on their prospective websites and external job boards when required;
- iv. HM and/or Search Committee review the position resumes and selects final candidates for interviews;
- v. Search Committee conducts in-person interviews with the final candidates;
- vi. Search Committee selects finalists and notifies OHR; HM screens/selects finalist and determines salary offer.
- vii. OHR discusses salary with HM; HM confirms final salary with Budget Office and identifies additional budgetary funds (and sources) if necessary. OHR submits hiring proposal with recommended salary amount to Sr. Administrator, Office of the Provost – UMCP, upon approval;
- viii. HM makes contingent offer to the finalist dependent upon the successful completion of all background checks, once confirmed;

- ix. OHR creates offer letter and forwards to HM for signature.

Onboarding

- i. OHR contacts the selected finalist to set a date and time to complete new hire paperwork;
- ii. Selected finalist meets with the OHR – reviews and signs offer letter and submits new hire documents;
- iii. OHR adds new hire to payroll through the Payroll Human Resources (PHR) system;
- iv. OHR liaises with hiring manager to ensure departmental readiness;
- v. New hire begins work on effective date of employment.