

UNIVERSITY OF KANSAS

Lawrence

Office of the Chancellor

October 2, 1942

MEMORANDUM TO DEPARTMENT HEADS ON CIVIL SERVICE PROCEDURES

Under the State Civil Service law, any change from the payrolls submitted in September is to be made only through use of the appropriate Civil Service procedure. The initiative is to be taken by the department head as soon as a change is agreed upon, as far in advance of the effective date of the change as possible and in no case later than this date.

For appointments to the regular payroll, the customary University Appointment Blank will be required in addition to the Civil Service Form.

For your information and guidance the Civil Service procedures are outlined below:

1. STUDENT HELP

To certify a student for the payroll, use Form 204. Send both copies to the Chancellor's office. Once certified, a student will remain on the eligible list in the Civil Service office until withdrawn by order of the Chancellor's office on recommendation of the department. A recommendation of withdrawal can be made in memorandum form, and should be sent only in case of withdrawal of the student from school. Thus, notice of withdrawal is not sent in case a student does not work any particular month. Do not fill in the "Appointing Authority" spaces.

A person who is essentially an employee and who takes only a few hours of University work is not a student under the law; he is in the classified service and subject to Civil Service classification.

To request a change in the hourly rate of pay of a student, send a memorandum to the Chancellor's office giving the name of the student, his current rate of pay, and reasons for the change in rate, whether it is a decrease or an increase.

2. TO FILL A POSITION UNDER CIVIL SERVICE

Use Form 116 to fill a vacancy, to fill a newly created position, or to change the classification of an employee. Fill out the items as follows:

Agency: K.U.

Organization Unit: Name of your department or office.

Title of Position: Civil Service classification, if made; if not, leave blank.

Proposed Pay Rate: Give cash salary (monthly or hourly rate). Maintenance refers to board or room.

Number of Vacancies: Indicate number of vacancies covered by your requisition, and the type, i. e., "Replacement" or "New Position".

Name and Title of Former Incumbent: Give name and Civil Service title.

Preferred Method of Filling Vacancy: Check "Original Appointment" or "Promotion".

Kind of Appointment: Indicate by check in appropriate space whether appointment is to be permanent or temporary. If temporary, give approximate dates on which work is planned to begin and end. If work is on part-time basis, explain briefly the nature of the work schedule.

Starting Date: Place of Work: Give date employment is to start. Place of work is Lawrence.

Description of Work: Fill this space out in sufficient detail to enable the Civil Service office to review the classification of the position.

Employees Doing Similar Work: Give name and Civil Service title of one or more employees doing similar work.

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