

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.5	Employment Administration	Revised:	October 2010
Policy 4.5.1	Beginning Dates for Appointments	Responsibility:	Vice President for Human Resources

BEGINNING DATES FOR APPOINTMENTS

Policy

The beginning date for the appointment of new employees is normally the first day the employee physically reports to work. Employees may not be appointed on a holiday, Saturday, or Sunday, except under the following circumstances:

1. Appointment is to effect continuous employment within the Health Science Center or a direct transfer from another state agency or institution.
2. Appointment is to a position that requires the new employee actually to begin work on a holiday, Saturday, or Sunday.
3. Appointment is to a monthly salaried position that is effective on the first day of a calendar month, provided that the appointment requires performance by the employee of all of the customary duties of the job for all of the official working days of the month in which the employment is to begin.

All other exceptions must have the prior approval of the Vice President and Chief Financial Officer.

Applicability

This policy applies to all salaried faculty, administrative and professional (A&P), and classified employees of the Health Science Center.
