

# Board of Trustees of the Nebraska State Colleges

## Personnel

POLICY NAME: Intercampus Hiring Procedures

POLICY NUMBER: 5022

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### **A. PURPOSE**

To establish procedures for intercampus hiring within the Nebraska State College System.

### **B. DEFINITIONS**

None

### **C. POLICY**

#### **1. Intercampus Hiring**

- 1.1. The Board recognizes that there will, on occasion, be instances in which employees from one of the Colleges or the System Office will be recruited for and/or express an interest in a position at another College within the System or in the System Office.
- 1.2. In order to ensure that any such intercampus hiring of staff takes into account the needs of the total System, the Board has established procedures that will be utilized in all instances in which staff from one campus are to be employed by another campus

#### **2. Intercampus Hiring Procedures**

- 2.1. Prior to the extension of an offer of employment to an employee currently holding an appointment at another location within the System, the President or designee shall contact the appropriate President, or designee where the employee is currently employed.
- 2.2. All necessary steps will be taken to ensure that the instruction, research, and/or service needs of the sending College will be met during the transition period.

**FORMS/APPENDICES:**

None

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**SOURCE:**

**Policy Adopted:** June 1993

**Policy Revised:** May 2022