



To: Bloomington Campus RC Heads

From: Jeanne Sept, Vice Chancellor of Academic Affairs
Daniel Rives, Associate Vice President of Administration

Date: December 15, 2005

Subject: Employment of Individuals Holding Public Office

Effective immediately, the following new procedure applies to the hiring of an individual who holds public office. This procedure applies to all employees, including Academic, Staff and Hourly. ("Public office" includes federal, state, county and city elected officials and individuals involved in higher education governance within the State of Indiana.)

Before an offer of employment is made to an individual holding public office, there must be specific approval by the Bloomington Campus Chancellor or the President:

1. Documentation for request – the hiring unit shall prepare a memorandum with the following information
 - The individual's name and the public office held
 - Position description and/or work expected to be performed
 - The rank/level of the position and whether the position is full-time, part-time or hourly; include FTE status of the position
 - The rate of pay for the individual, along with a justification for the rate (this justification may be made by providing information regarding the rate of pay for others performing comparable work for the University)
 - The source of funds for the position
2. Approval process
 - For IUB units – the above information should be submitted to the Bloomington Campus Chancellor, who, after consulting with the President, must approve the hiring before an offer of employment is made
 - For University Administration units – the above information should be submitted to the President, who must approve the hiring before an offer of employment is made

Please communicate this important procedure to department heads and directors at the earliest possible date.

Your assistance in this matter is very much appreciated.

cc: RC HR Representatives