



WEST VIRGINIA  
HIGHER EDUCATION  
POLICY COMMISSION

## Chancellor's Interpretive Memorandum No. 3 SB 653

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**Issued By:** John F. Thralls, Interim Chancellor

**Date:** July 3, 2000

**Subject:** Internal Hiring of Non-Exempt Classified Employees

According to § 18B-7-1(d), non-exempt classified job openings at the institution are to be advertised internally to provide an opportunity for non-exempt employees to apply and be laterally transferred or promoted before a new person is hired. A non-exempt classified employee who meets the minimum qualifications for a lateral transfer or promotion to a non-exempt job opening at the institution where the employee is currently employed, and who applies for a non-exempt job opening, shall be transferred or promoted to that non-exempt job opening before any external applicants, unless the hiring is affected by mandates in affirmative action plans or the Americans with Disabilities Act.

If more than one qualified, non-exempt classified employee applies, the best qualified shall be employed. If there are equally qualified applicants, the non-exempt classified employee with the greatest continuous seniority at the institution of higher education shall be awarded the position.