



Arlene
Ms. Mosteller

Christopher Newport College

50 Shoe Lane
Newport News, Virginia 23606

September 26, 1980

MEMORANDUM

TO: Vice President for Academic Affairs
Vice President for Financial Affairs
Vice President for Student Affairs
Dean of School of Liberal Arts, Sciences & Education
Dean of School of Business
All Department Heads
Directors
Functional Supervisors

FROM: President Anderson

SUBJECT: Hiring Policy

The college has received implementing directives for the Governor's Manpower Utilization Program, which was mandated by the 1978 General Assembly and reaffirmed in the 1980 Session.

The implementation of these directives requires careful control of all personal service expenditures, whether such expenditures apply to teaching faculty, administrative faculty, classified, or hourly wages.

Effective immediately the employment of all personnel, including hourly wage employees, will be coordinated with the Director of Personnel to insure compliance with established hiring practices, including affirmative action requirements. In addition, employment of new personnel, replacement of departing employees which involves any change of rate or upgrade, or other actions which may change expenditure plans will be coordinated with the Budget Director to assure a source of funding.

Your cooperation in compliance with the foregoing request will permit the College to stay within appropriated hourly wage funds and other personal services appropriations, precluding potential termination of hourly employees in the final months of our fiscal year.

JEA
JEA

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Copy to -
Assistant to the President
Reading File
Personnel Director
Budget Director