



### 4.5.1 Beginning Dates for Appointments

Chapter 4 - General Personnel	Original Effective Date: November 2000
Section: 4.5 Employment Administration	Date Last Reviewed: December 2010
Responsible Entity: Vice President for Human Resources	Date Last Revised: December 2010

#### I. Purpose

To establish the policy of beginning dates for appointments of all employees of UT Health San Antonio.

#### II. Scope

The policy applies to all salaried faculty, administrative and professional (A&P), and classified employees of UT Health San Antonio (UTHSA).

#### III. 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 UTHSA 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 the official working days fo 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.

#### IV. Definitions

*There are no defined terms used in this Policy.*

#### 4.5.1 Beginning Dates for Appointments

### V. Related References

*There are no related documents associated with this Policy.*

### VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

<b>Effective Date</b>	<b>Action Taken</b>	<b>Approved By</b>	<b>Date Approved</b>
<b>11/2000</b>	Policy Origination		
<b>12/2010</b>	Policy Revision		