

Release Time for Interviews

On Campus Interviews – University policy supports providing a reasonable amount of release time (work time) to staff members interviewing for on campus positions. In determining whether or not time off can be granted, factors such as frequency and coverage must be considered by the manager in order to ensure that normal business operations will not be interrupted. It is helpful if staff can request time at the beginning or end of their shifts and/or extended lunch periods to minimize time away from the work site. When granting requests, managers may also factor in equity among staff.

Off Campus Interviews – Staff are expected to use their leave time and should request time off in accordance with established policies when doing off campus interviews. However, in situations where layoff or notice of non-reappointment has occurred due to budgetary reasons or restructuring, departments are encouraged to provide a reasonable amount of release time to their staff in the same manner as for on campus interviews. Managers have the discretion to approve or deny such requests based on the operational needs of the unit.

References

- **On Campus Employers** – Managers and supervisors are not required to secure a written release from a staff member in order to provide references to other campus units. Information provided should be job related and prospective KU employers may ask to review an employee's departmental personnel file (e.g. performance evaluations, commendation letters, counseling letters, etc.). No KU department should extend an offer of employment without contacting the current supervisor for a reference.
- **Off Campus Employers** – When contacted by an off campus employer, including other state agencies, managers and supervisors are limited in the information they may provide without a written release from the staff member. Without a release, only basic details may be provided (e.g. dates of employment, job title, and job duties). Requests to verify salary should be referred to HR/EO at 864-4959.

Additional Information:

- http://www.hreo.ku.edu/policies_procedures/termination/uss_layoff
- http://www.hreo.ku.edu/policies_procedures/termination/ups_non_reappointment