

March 23, 1993

Those listed

**ANNOUNCEMENT OF VACANCIES IN THE MANAGER AND SPECIALIST PAY  
SCHEDULE - REVISED SELECTION/WAIVER POLICY**

In my memorandum to you on the same topic and dated June 25, 1992, I indicated that TVA was currently reviewing the issue of whether any waivers of management schedule vacancy announcement requirements may be granted, and issued an interim policy at that time. This memorandum supersedes that June 25, 1992 memorandum. The revised TVA policy on management selection, including the limited provisions for waivers of posting, is set forth below.

1. All vacant management schedule positions, PG-1 through senior manager, will be announced TVA-wide subject only to the following limited exceptions.

Waivers to this announcement requirement may be requested from the ~~Vice President of Diversity Development~~, who is the only official responsible for the approval of such requests. *SUP OF HR*

The following are criteria under which an organization may submit a written request for waiver of a vacancy announcement. Supporting justification should include information showing how the organization has considered minorities, women, or targeted disabled employees for the position.

- Where a candidate is being selected from Employee Transition Program, with emphasis on minorities, women, and targeted disabled employees.
- Where the position is being offered to a minority, woman, or targeted disabled employee based upon goals identified in any approved affirmative employment plan.

Enclosure A-2

EXHIBIT 22  
PAGE 1 OF 3 PAGE(S)

2-1998-013

23, 1993

- Where a temporary position has been filled with a minority, woman or targeted disabled employee and he/she is the person to be selected for the position on a permanent basis. A
- Where filling the position settles or resolves a formal complaint or appeal.
- Where employees impacted by a reorganization, with emphasis on minorities, women, and targeted disabled, are being considered and are to be selected. A
- Where the position requires unique qualifications (e.g., highly technical, specialized skills).

The posting Human Resource Officer is responsible for reviewing applications received to determine if a diverse pool of candidates is available for the selecting manager's consideration. If so, the selecting manager may move forward with the selection process. If not, the HRO and selecting manager should implement other approaches to identifying a diverse pool of candidates. Examples of such approaches may include reposting, contacting other HROs in other TVA organizations for referral of diverse candidates, some type of external recruitment or identification of diverse candidates.

The selecting line manager is responsible for interviewing a diverse slate of qualified candidates.

In making the selection decision, managers should carefully consider how an applicant's credentials and how they match or exceed the minimum qualification requirements of the position and the organization's diversity goals.

The selecting manager will be responsible for contacting all candidates interviewed but not selected to offer developmental feedback that may be utilized by individuals in developmental planning designed to enhance their competitiveness for similar positions in the future. A

Those listed

F 3

March 23, 1993

Any questions regarding these changes may be addressed to me at 632-3341 or W. Anthony Conkin, Acting Manager, Rewards and Recognition, at 632-7767.

John E. Long, Jr.  
Vice President  
Employee Worklife

Maureen H. Dunn, ET 11H-K  
Ricky B. Kennedy, WT 4B-K  
William G. Kuh, LP 6A-C  
Kay Myers, ET 4H-K  
Frank D. Robinson, ET 12 F-K  
C. Edward Smith, ET 5J-K  
Esther Wright, MR 6B-C  
Z. B. Yow-Young, WT 11A-K

MCH:JW

cc: Carolyn Burkhart, ET 5U-K  
Mary Cartwright, ET 12P-K  
Alan Carmichael, WT 11A-K  
Pat Cate, WT 4B-K  
Anthony Conkin, ET 6B-K  
Gail Cox, ET PH-K  
Gary DePew, EB 8A-C  
Mary Catherine Hammon, ET 6B-K  
Theresa Habiger, ET 2A-K  
Jenny Headrick, ET 4H-K  
Jamie Keith, WT 7C-K  
Steven D. Kirkham, ET 12H-K

Bruce Landrey, ET PH-K  
Frank Lucas, WT 8C-K  
Robert Marks, Sr., WT 8C-K  
Gary Napier, ET 5P-K  
Libby Nickle, WT 7C-K  
Ike Prather, LP 3A-C  
Jim Raines, PSB 100-K  
C. Edward Smith, ET 5U-K  
Robert C. Steffy, ET 12J-K  
Glenna Swoffard, LP 2B-C  
Alanson Van Fleet, ET 2H-K  
EDCF, ET 5U-K

0841C