



POLICY MANUAL

EMPLOYMENT

Number 387

Subject: Classified Staff Employment

Covered Employees: Classified Employees

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387.1 POLICY

The Office of Human Resources is the official University employment entity for classified employment and is responsible to assure nondiscriminatory, equal opportunity practices in recruiting, screening, and/or testing of applicants for classified employment at the University without regard to race, color, religion, sex, national origin, age, disability, veteran's status, or sexual orientation.

Utah State University is also an affirmative action employer and in units underrepresented by minorities and/or women (according to their availability), the Office of Human Resources is responsible to ensure good faith efforts to seek and recruit individuals from these groups. According to law, Utah State University will take affirmative steps to hire qualified veterans and people with disabilities.

Utah State University is committed to hiring only United States citizens or aliens lawfully authorized to work in the United States.

The University will employ minors only in accordance with applicable state laws and rules and federal laws and regulations.

Any questions regarding the hiring of classified staff should be directed to the Office of Human Resources.

387.2 PROCEDURES

2.1 Open Positions

(1) To initiate a search for a classified employee, the department head or director requests permission from the dean or vice president to fill an open position or establish a new one by submitting a Position Request Form.

If the request is approved, the completed Position Request Form is submitted to the Office of Human Resources to determine if a job description exists for the position. If there is no job description, a designated representative from the Office of Human Resources will assist the department head or director in completing the Job Description form. This form lists essential and nonessential functions for the position.

The Position Request and Job Description forms are reviewed by the Affirmative Action/Equal Opportunity (AA/EO) Office and returned to the Office of Human Resources.

All job openings (including internal searches) must be listed with the Office of Human Resources as soon as possible through completion of the Advertising Request Form by the department head or director.

(2) The Office of Human Resources, in consultation with the AA/EO Office, will contact the hiring department to determine search requirements based on circumstances and AA/EO needs from the following choices:

(a) Promote from within the department when there is only one employee who is clearly the most qualified and either there are no AA/EO needs or the appointment enhances departmental diversity.

(b) Search within the department when there are multiple qualified employees and AA/EO objectives will be met or are currently satisfied.

(c) Search within the University community when it is felt there are sufficient qualified University employees to compete for the open position.

(d) Select from a list of centrally held candidates who have priority status for interviewing.

(e) Search based on the appropriate external search process.

If a search is not required (2a or 2d above), the candidate selected must have the minimum qualifications for the position.

2.2 Recruitment

Classified job openings are kept open for seven calendar days if there is not an available pool of qualified applications at the Office of Human Resources. Jobs may remain open for longer periods for affirmative action or other reasons.

(1) The Office of Human Resources will take the following steps to attract a broad and diverse pool of qualified applicants:

(a) provide recorded job lines that applicants can call for titles of current job openings.

(b) post job openings on the Office of Human Resources Job Board.

(c) announce internal searches on a dedicated job line, and send announcements to each department and to individuals who have indicated interest in particular areas. These openings will also be posted on bulletin boards around campus and advertised in campus newsletters, indicating the positions are only open to University employees who have been competitively hired through the Office of Human Resources or the Student, Part-time and Temporary Employment Office.

(d) list jobs (except internal search positions) with Utah Job Service and other agencies.

(e) assist the hiring department with placement and wording of advertisements for the position. All advertising will include an AA/EO statement. For openings in units that are underrepresented by minorities and/or women, the Office of Human Resources (or search committee if one exists) will conduct an affirmative action search by advertising locally, and proactively seeking community resources to post/list job announcements to target applicants from these groups.

(f) provide a listing of job openings available via TTY, large print, audio, and Braille format upon request.

(2) Advertising is not required when a position is changed from hourly to budgeted salary within a department and:

(a) the position for which the hourly employee was originally hired was listed and filled through a competitive process (either the Office of Human Resources or Student, Part-time and Temporary Employment Office),

(b) the job responsibilities and the base salary have not changed substantially,

(c) the new budgeted position has been approved through completion of the Position Request Form, and

(d) the individual was competitively hired, and has been employed on an hourly basis for at least six months.

(3) Costs (such as advertising, employment agency fees, interview and recruitment travel, long-distance telephone charges, etc.) are the responsibility of the hiring department and must be authorized in advance by the department head.

(4) If any change in the status or advertising information of a job opening occurs, the Office of Human Resources should be notified immediately to modify or stop further recruiting efforts.

(5) If circumstances require that an opening be filled immediately, the University reserves the right to close the job opening in less than seven calendar days. This requires the prior approval of the Office of Human Resources. The University will conform to Affirmative Action/Equal Opportunity guidelines.

(6) All advertisements will indicate to potential applicants that the University is an Affirmative Action/Equal Opportunity employer. In affirmative action searches, advertisers are encouraged to expand this statement to indicate that minorities, women, people with disabilities, and veterans are encouraged to apply.

(7) All job applicants are required to complete an Employment Application Form. Application forms contain important information for applicants and critical releases they must sign. Completed application forms must be submitted as early as possible in the interviewing process. Under normal circumstances, no offer of employment may be made before the University receives the completed application form.

2.3 Selection

(1) The Office of Human Resources will review applications and refer qualified applicants to departments for interviews. The candidate's employment application and a referral card will also be forwarded to the hiring department.

(2) Search committees are not required for classified positions; however, if search committees are used, their composition must be reviewed by the Office of Human Resources and should consist of male, female, and ethnic minority members, when possible.

(3) Employment applications received directly by departments must be forwarded to the Office of Human Resources. Tests administered outside the Office of Human Resources must be reviewed by that office for compliance with federal guidelines. The Office of Human Resources is responsible for maintaining complete official files, resumes, and tests for classified job openings.

(4) All applicants for employment should provide names of individuals who can be contacted as professional references. Reference checks are normally made by the hiring department.

References are to be considered with all other sources of information about applicants. Receipt of unsatisfactory responses constitutes grounds for denial/termination of employment.

False information supplied to the University, including, but not limited to, information supplied on resumes, application forms, or during interviews relating to experience, credentials, past employment, salary history, job responsibilities, or other personal information, is grounds for withdrawal of employment offer and/or termination of employment.

(5) If the candidate selected does not meet departmental affirmative action goals, written justification must be submitted on why the selected person should be hired. The written documentation must include the name of the selected candidate and the reason for not meeting affirmative action goals, and be submitted to the dean or vice president for approval before an offer is extended to the individual. Upon approval of the dean or vice president, the documentation is sent to the Office of Human Resources for review. If the Director of the Office of Human Resources, in consultation with the AA/EO Office, approves the hire, the hiring department may make an offer to the candidate.

(6) Once the selected candidate accepts the position, all other applicants' referral cards must be completed and forwarded to the Office of Human Resources. The referral card will include a written statement of the specific reasons for nonselection. Applications of unsuccessful candidates are retained by the Office of Human Resources for consideration for other job openings.

2.4 Hiring

(1) The hiring department is responsible for hiring decisions for classified staff positions. Offers of employment may be made to the successful candidate either verbally or in writing.

(2) The Employment Action Form will be submitted to the appropriate office for processing.

(3) If the proposed salary is not within established ranges for the particular job classification, the hiring department must obtain prior approval from the Office of Human Resources. Department heads or supervisors must have any salary outside of these ranges approved before communicating salary information to the prospective employee.

(4) Appointment of new employees is effective only when compliance with all applicable hiring policies and procedures (including the department's affirmative action goals) is confirmed.

(a) More than one person may be hired from one Advertising Requisition if the job responsibilities and skills qualifications are similar and funding is available.

(b) A department may make an offer to another member of the applicant pool if the original hiree ends employment within 3 months of hire.

(c) An individual who ended employment in good standing may return to his/her vacated position (at the same salary) if an offer has not been made to hire another individual for the vacated position.

(5) The hiring department will be responsible for notifying applicants not selected. Supervisors should use care in conveying reasons for nonselection so as to preserve the dignity of applicants and to keep the University free of possible liability. Assistance with this procedure can be obtained from the Office of Human Resources.

(6) A file containing information about each candidate interviewed will be retained by the hiring department for two years after the position closes.

2.5 Employment Eligibility Verification (I-9)

(1) All persons hired to work in the United States after November 6, 1986, must submit documents proving their identity and their eligibility to work in the U.S. as required by the Immigration Reform and Control Act of 1986. Any time after an offer of employment has been accepted, but before the third working day of employment, newly hired employees must complete a U.S. Department of Justice Form I-9 "Employment Eligibility Verification." This form is available through the Office of Human Resources.

If the form is not completed by the third working day, the prospective employee will be paid for time spent on the job before being notified of noncompliance by the Office of Human Resources or the Student, Part-time and Temporary Employment Office and placed on leave-without-pay status until the I-9 is filled out. Leave without pay will be for an indefinite period of time during which the new employee may not work. The hiring department will take full responsibility if the I-9 is filled out incorrectly and is responsible for paying any fines levied by the U. S. Immigration and Naturalization Service.

(2) If an alien employee is hired, but at a later time fails to maintain employment authorization (does not receive an extension of his/her visa within specified time limits), the employee will be placed on leave-without-pay status. For example, a J visa must be extended before the expiration date listed on the IAP-66 Form. An H visa will be adjudicated within 60 days of receipt of application by the U. S. Immigration and Naturalization Service, or interim employment authorization will be granted for up to 120 days.

2.6 Introductory Employment Period

Classified employees will have an introductory period of six months from the date of hire, during which their performance will be closely monitored. It is expected that all classified staff will become competent in their jobs during the introductory period. (See policy 395.)

387.3 RESPONSIBILITY

3.1 Department Heads and Supervisors

Responsible to administer hiring procedures according to this policy and coordinate all hiring procedures through the Office of Human Resources.

3.2 Office of Human Resources

Responsible for ensuring that correct hiring practices are followed and for designating who is responsible for recruitment and hiring. In addition, the Office of Human Resources will conduct a review at least annually, to ensure that all application procedures, tests, and other measures for classified employment are not discriminatory based on AA/EO categories listed on page 1 of this policy.

3.3 Affirmative Action/Equal Opportunity Office

Responsible for ensuring that good faith affirmative action efforts are undertaken to obtain a diverse applicant pool and to meet affirmative action goals. In addition, the AA/EO Office monitors all application procedures, tests, and other measures for classified employment on a yearly basis.