Employment Procedures

Summary/Purpose: The following guidelines relate to the recruitment, employment, and pay ranges for University employment. These guidelines also detail initial requirements for new employees to report to Human Resources.

The continual recruitment of competent employees is of primary importance. In most departments employees are interviewed and recommended directly by the department heads. In the employment of personnel the following procedures will be followed:

1. All new faculty, administrative, and professional employees will receive a written offer of employment. Depending on type of position, this letter will come from the Chancellor, Provost, or Director of Human Resources. Employees should not begin work until an electronic form has been approved by Human Resources. All new employees must report to Human Resources on their first day of employment.

2. Position openings, both temporary and permanent, are to be listed with the University Employment Office. For new positions, except faculty, the Department of Human Resources will establish the classification and approve the title of the position. The hiring rate will be within established guidelines.

3. Promotions and reclassifications will be processed by the Department of Human Resources in accordance with established procedures.

4. Positions in grant and contract proposals are to be reviewed for general funding prior to submission of a proposal but are not classified at that time. After approval, positions in the grant or contract are classified by the Department of Human Resources. The salary rate of the position will be in accordance with the classification assigned.

5. Affirmative action procedures are to be followed in the employment of all faculty and staff members.

6. The Immigration and Naturalization Service authorization of employment form (I-9 form) will be completed by all new employees within the provisions of the Immigration Reform and Control Act of 1986. This form must be completed within 3 days of employment.

7. Each new employee must go online for New Employee Orientation conducted by the Department of Human Resources. (Only employees who are eligible for benefits will attend a form completion session to ensure that employment and payroll procedures are in order.)