

PROCEDURES FOR HIRING CLASSIFIED EMPLOYEES

Introduction

The purpose of these procedures is to establish an orderly and consistent process for the recruitment of qualified employees at the University of Louisiana at Monroe. It is the intent of these procedures to provide as much flexibility to the individual recruiting units as possible as long as their recruitment is consistent with general accepted management principles and legal guidelines. It is our hope that providing an outline of the hiring procedures and policies to be followed will make the process easier.

Equal Employment Opportunity Policy Statement

The University of Louisiana at Monroe firmly supports the policy of Equal Employment Opportunity as set forth in the University's Equal Employment Opportunity Policy. The University's policy in the area of equal employment opportunity shall be administered without regard to race, color, religion, sex, age, national origin, disability, or status as a disabled veteran or veteran of the Vietnam era. The University's policy prohibits sexual harassment in accordance with state and federal laws and regulations. The University's policy allows for sick-leave use for maternity purposes and treats such requests in a manner similar to leave requests for any other temporary disability. Execution of this policy requires vigorous efforts, which the University's administration supports.

The University of Louisiana at Monroe's policy fully embraces equality of opportunity for all employees by affirming that the University will take affirmative action to assure that applicants receive fair consideration for employment and that employees are treated fairly during employment including recruiting, advertising, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay, forms of compensation, tenure, selection for training, and all other employment practices.

Complaints involving this policy should be made verbally or in writing to any University official, to the employee's immediate supervisor, or to the University's EEO Coordinator. Complaints will be handled in accordance with the University's Anti-Discrimination and Harassment Policy.

Appointing Authority

The University of Louisiana System grants authority to presidents of the colleges and universities within the system, or their designees, the right to hire or dismiss any classified Civil Service employee in compliance with state laws and appropriate Civil Service Commission rules and regulations. It is the responsibility of the hiring authority to ensure a fair and impartial evaluation of all applicants for the position.

Personnel Requests

The process of selecting classified staff begins once a personnel need and the budgetary support to fill an existing or newly created position has been determined by the budget unit head. A Request to Advertise Position form (<http://www.ulm.edu/hr/forms.html>) is sent to the appropriate Dean, Director or Vice President who forwards the request to the Department of Human Resources. The form is sent to the Budget Office, and the appropriate Vice President for approval signatures before it is returned to the Department of Human Resources.

Reviewing the Position Description

The budget unit head should review the job description to make sure it is still current. If not, a Civil Service Position Description (SF-3 <http://www.dscs.state.la.us>) should be submitted to the Department of Human Resources. Review the education, technical skills, and experience required, in addition to identifying any preferred qualifications.

Classified Staff Job Vacancy Notices

After approval is received, the Human Resources staff prepares the vacancy announcement based on Civil Service Job Specifications and position description forms. The position will be advertised on the Human Resources web site (<http://www.ulm.edu/hr>), the Department of Human Resources bulletin board and posted on JOB SEARCH for one week.

The Applicant Pool

In order to be considered for vacant classified positions, an applicant must submit a State Civil Service Employment Application (SF-10 <http://www.dscs.state.la.us>). The Department of Human Resources will verify that each applicant included in the applicant pool meets the minimum qualifications of the position for which they have applied. This includes verifying that applicants have made the appropriate scores on the applicable Civil Service tests. The approved applicant pool will then be referred to the respective budget unit head for consideration.

Interview Process

The Department of Human Resources will consult with the budget unit head to determine a time to conduct job interviews with those applicants who have met the necessary requirements and have been selected by the budget unit head. The Department of Human Resources will set up the appointments for interviews. The budget unit head will conduct the interviews and select the candidate that he/she feels is the best qualified for the position.

Recommendation for Employment

After the budget unit head has selected an applicant to fill the advertised position, he/she will notify the Department of Human Resources of their choice. The Department of Human Resources will coordinate criminal and motor vehicle driving record background checks and pre-employment drug testing as appropriate. The Department of Human Resources will make a job offer to the chosen applicant. If the applicant accepts the position, the Department of Human Resources will work with the budget unit head to determine when the new employee will report to work.

Appointment to the University

The budget unit head prepares a payroll action form (PAF-B), obtains the appropriate signatures and returns the completed form to the Department of Human Resources.

The new employee reports to the Department of Human Resources prior to or on the first day of employment to complete the remaining employment forms required to set the new employee up on the payroll system.

New Employee Orientation

The new employee is scheduled for the next New Employee Orientation Program.