

# **PROCEDURES FOR HIRING UNCLASSIFIED (NON-FACULTY) 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 departments 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 President of the University of Louisiana at Monroe makes the recommendation for hiring unclassified staff to the Board of Supervisors for the University of Louisiana System. All unclassified administrative staff hold their administrative appointments at the pleasure or will of the University of Louisiana System. The annual approval of the budget and personnel documents designating the salary and other personnel benefits for administrative personnel shall not alter the "at-will" relationship of unclassified staff or constitute an implied nor expressed agreement for continued employment throughout that fiscal year. The personnel appointment documents and approval of positions in the annual budget exist solely for the purpose of fiscal management and reporting.

## **The Search Process**

### Personnel Requests

The process of selecting unclassified staff begins once the budget unit head and the appropriate Vice President have provided written approval for a personnel need to fill an existing or newly created position. Before permission is given to advertise and search for an unclassified position, the budget unit head prepares an "Unclassified Position Description, Justification and Certification Form"

([www.ulm.edu/hr/forms.html](http://www.ulm.edu/hr/forms.html)) with a job description, if applicable for the vacant position and forwards to the appropriate Vice President and the University of Louisiana System Board Office for approval. NO advertising or search shall begin for the position until approval is received from the University of Louisiana System staff. After approval is received from the ULS staff, copies will be sent to the appropriate departments.

#### Advertise a Position

The Department of Human Resources will place advertisements related to filling vacant unclassified staff positions. The "Request to Advertise Position" Form ([www.ulm.edu/hr/forms.html](http://www.ulm.edu/hr/forms.html)) is to be used to initiate the advertisement of a vacant, replacement, or new position on campus. This form is to be completed by the budget unit head and forwarded to the Department of Human Resources for approval. Attach a copy of the "Pre-approval" form signed by the ULS staff to the request to advertise.

Vacancy notices are posted on the Department of Human Resources' bulletin board as well as on the department's web page ([www.ulm.edu/hr](http://www.ulm.edu/hr)). The notice on the Human Resources web page should include a closing date. It is recommended that the closing date be no less than two weeks after the posting appears. This deadline may be extended at the request of the Budget Unit Head.

The Department of Human Resources will place classified ads in newspapers and/or other publications as requested by the Budget Unit Head. Payment for such advertising is the responsibility of the requesting department. The HR Analyst will contact purchasing to get a purchase order number and verify the cost of the advertisement. When the advertisement confirmation and price is received, the HR Analyst contacts the Budget Unit Head to prepare a purchase requisition that references the correct purchase order number for payment of the advertisement.

#### Appoint a Search Committee

It is recommended, but not required, that a search committee be formed to assist in the recruitment efforts for filling vacant unclassified positions at the University of Louisiana at Monroe. The Department of Human Resources recommends that search committees be used for executive, administrative, and professional positions. The search process for Vice Presidents, Deans, and Athletic Directors should follow the procedure in Policy and Procedures Memorandum (PPM) FS-III.II.B-3 for the University of Louisiana System ([www.uls.state.la.us](http://www.uls.state.la.us)).

It is the responsibility of the Budget Unit Head to appoint the search committee and to appoint the chairperson unless otherwise specified in the Policies and Procedures for the University of Louisiana System [Board Rules, Part Two, Chapter III] ([www.uls.state.la.us](http://www.uls.state.la.us)). The department head should consult with the appropriate vice president concerning committee appointments. The search committee should have an appropriate mix of staff and/or faculty. Students, retirees or community members may also serve on search committees.

The search committee members are given instructions that set forth their assignment to assist in the recruitment of candidates for a specific position. The search committee is to take into consideration preferred time by which the appointment should be made, scope or limits of the search (internal, local, statewide, national or international) and the University's EEO policy, which is located in the Department of Human Resources. The search committee is a recommending body, not a decision-making body.

When the search committee is appointed, they should meet with a representative of the Department of Human Resources to be advised of the "legal aspects of hiring" and references as to EEO and institutional policies. The search committee must maintain documentation on all applicants. This documentation should be kept by the chairperson of the search committee and turned over to the Department of Human Resources for safekeeping when the position has been filled. The top portion as well as the Name and Disposition columns of the "Report on Disposition of Candidates" ([www.ulm.edu/hr/forms.html](http://www.ulm.edu/hr/forms.html)) should be completed by the committee chairperson and submitted to the Department of Human Resources. This documentation must be retained for a period of one year from the date the position is filled and is subject to audit.

### The Applicant Pool

In order to be considered for vacant positions, an applicant must submit a completed application as requested in the position announcement. The search committee chairperson should mail all applicants a letter acknowledging receipt of their application (sample at the end of this document) and an EEO Data Sheet ([www.ulm.edu/hr/forms.html](http://www.ulm.edu/hr/forms.html)) to be completed and returned to the Department of Human Resources. The committee chairperson or Budget Unit Head should complete the Department and Title portion of the EEO Data Sheet before mailing.

### Screen the Applicants

All candidates who possess the minimum qualifications for the position applied for are to be included in the candidate pool for consideration. The search committee will determine the most qualified candidates, internal and external, for the purpose of scheduling interviews with the committee. Candidates should be granted interviews based on their knowledge, skills and abilities for a specific position. The search committee is not required to grant interviews to all candidates. The committee may choose to conduct telephone interviews in order to screen the applicants and avoid the expense of unnecessary interviews.

### Planning Campus Visits

The following procedures are to be used in coordinating and approving the expenses for travel of candidates for on campus interviews. Up to three candidates per vacancy may be brought on campus to interview at the University's expense. Additional candidates may be invited for on campus interviews at the University's expense with approval of the appropriate Vice President. ULM will not reimburse interview expenses (mileage or meals) for current ULM employees interviewing for other campus positions.

The chairperson of the search committee or the appropriate designee coordinates travel arrangements. If the travel arrangements are not handled in appropriate manner under the Louisiana State Travel Regulations ([www.state.la.us/osp/travel/traveloffice.htm](http://www.state.la.us/osp/travel/traveloffice.htm)), the department responsible for making the arrangements will be responsible for costs of travel reimbursement to the candidate. All air transportation arrangements must be made through the State Travel Agent.

### On Site Interviews

The search committee is responsible for checking verifiable facts such as positions held, responsibilities, dates, salary, reason for leaving, eligibility for rehire, education, and any other job related experience. After the application packet has been collected on all of the applicants and when the deadline for applications has passed, the search committee or Budget Unit Head will screen the applicants to select the candidates to be interviewed. Applicants who do not make the finalist list will be provided a letter thanking them for applying, and informing them that they are no longer under consideration. Sample letters are available in the Department of Human Resources.

Applicant questions will focus on knowledge, skills and abilities relevant to job requirements. Interviews may include the committee, others on campus, and the Budget Unit Head

### **Recommendation for Employment**

Committee Report - Search committees are encouraged to recommend (if possible) three candidates to the Budget Unit Head.

Recommendation for Employment – the Budget Unit Head, after considering the committee's recommendation, will submit a recommendation for employment to the appropriate vice president and the University President for approval. If the recommendation contains terms substantively different (higher salary, different title), from the position advertisement a **new** Justification and Certification Form must be submitted to the University of Louisiana System for approval. The Department of Human Resources will notify the Budget Unit Head when system approval has been received on the new Justification form.

Job Offer - After discussing with the appropriate vice president, the Budget Unit Head should notify the Department of Human Resources prior to making the job offer. Upon receipt of the signed Pre-employment Application ([www.ulm.edu/hr/forms.html](http://www.ulm.edu/hr/forms.html)), the Department of Human Resources will coordinate criminal and motor vehicle background checks and pre-employment drug testing as appropriate. The Budget Unit Head will be notified when these pre-employment procedures have been completed and when the offer of employment can be made. All positions are subject to approval by the University of Louisiana Board of Supervisors.

## **Appointment to the University**

### Employee Start Date

After the ULS Board approves an applicant, it is the responsibility of the Budget Unit Head to ensure that the Department of Human Resources is advised of the appointment and that all of the necessary documents are forwarded to the Department of Human Resources and Budget Office for processing. The Budget Office needs the Payroll Action Form M ([www.ulm.edu/hr/forms.html](http://www.ulm.edu/hr/forms.html)) with all pertinent information to include the new employee on the personnel changes submitted for the monthly ULS Board meeting and approval. Be sure that the employee start date concurs with the next ULS Board meeting deadline for personnel changes listed on the "Request to Advertise" form.

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.

### Official Appointment Letter Issued

After all required documents have been received by the Department of Human Resources; the official letter of appointment is prepared by the Department of Human Resources, signed and mailed to the new employee. All permanent records will be kept on file in the Department of Human Resources.

### New Employee Orientation

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

(Sample Acknowledgment Letter 1 - On Appropriate Letterhead)

Date

Dear

Thank you for your letter, along with your resume', expressing interest in the position of \_\_\_\_\_ at the University of Louisiana at Monroe. We appreciate your interest in this position. At the current time, the Search Committee has begun the review of applications. We will keep you informed of its action. This position contributes significantly to the successful operation of the University by maintaining an atmosphere for the students, faculty, and staff that will enhance their experience at the University.

Also, enclosed is an Equal Employment Opportunity Information Data Sheet for the University. This data sheet is not part of your application but used solely for maintaining applicant statistics required by executive order 11246 which governs recipients of federal funds. Completing this form is voluntary and separate from the application process.

For more information about the University, you may want to visit our web site at <http://www.ulm.edu>. Should you be employed, you will need to submit official transcripts from all colleges and/or universities you attended.

We appreciate your interest in the University of Louisiana at Monroe.

Sincerely,

Chair, Search Committee