Hiring Official Basics

Employee Classifications

Common Items Needed

Resigning and Retiring Employees

Hiring Full-Time Employees (Executive, Faculty, Professional and Classified Staff)

Hiring Part-Time Employees (Including Adjunct Faculty)

Hiring Federal Work Study Employees (Student Workers)

Pre-Employment for New or Returning Employees

Classification of Employees

RSC employs four* different classifications of employees in order to perform various types of workload. Doing this gives the College the best flexibility and efficiency in accomplishing our mission while managing personnel costs.

Executive, administrative, or managerial - Regular (full-time) and Temporary (full-time or part-time)

Faculty

    Regular Full-time (9, 10, 11 or 12 month, tenure or non-tenure track)

    Temporary Full-Time (9, 10, 11 or 12 month)

    Adjunct – considered part-time AND temporary

Professional - Regular (full-time) and Temporary (full-time or part-time)

Classified - Regular (full-time) and Temporary (full-time or part-time)

Classification of Employees (cont.)

* "5th" Classification – Federal Work Study (FWS) Student Worker - considered part-time AND temporary

* "6th" Classification – Subject to Funding (STF) – grant-funded employees

There are slight variations in requirements depending on which classification of employee is being hired, so we will cover them individually. First, let's consider some similarities…

Key Items

It's helpful to learn where key items can be found
before attempting to hire a new employee…

Information needed for each kind of hire includes items such as:

Dept ID's – your division or VP's office should have Dept ID's for all areas in their oversight

Candidate application materials – hiring officials receive these in referral e-mails from Human Resources

Various Forms – Personnel Requests, Recommendations for Employment, Appointment Requests, Volunteer Service Requests, Requests for Additional Part-Time Hours, etc. All forms can be accessed through the Forms Handbook on the College's intranet

Job descriptions – Human Resources is the Office of Record for all job descriptions

Key Items (cont)

<mark>Electronic Signatures for Approving Officials</mark> – keep secured and use only with officials' approval

Some hiring processes use e-mail and electronic signatures to route hiring actions from one approving authority to the next up to the president. We call this process a Routing Memo and we will release a separate 'Policy Talk' for Routing Memos (coming SOON!).

Routing Memo's are structured e-mails which contain all hiring information at a glance. If you will be hiring or helping a hiring or approving official to hire any kind of faculty or full-time employees, you will need to learn how to construct and monitor Routing Memo's.

Actions currently accomplished with Routing Memos include:

Routing Memo – Personnel Request – obtain approval to advertise a vacant full-time position

Routing Memo – Recommendation for Employment – obtain approval to hire a newly selected candidate

Routing Memo – Request for Additional Part-Time Hours – obtain approval for current PTH employees to work beyond the Affordable Care Act limits for short periods

Key Items (cont)

Retirement and resignation letters – VP's office or Human Resources

All resigning employees, regardless of classification, should submit a written resignation to their direct supervisor. The direct supervisor should acknowledge receipt of the resignation by initialing and dating and then should forward the document through the reporting chain to the V.P.'s office .

An employee requesting retirement should submit a letter to the President of the College at least three months in advance of the desired retirement date. The President of the College will acknowledge the request for retirement and advise the employee to contact the Payroll/Benefits Office and the Office of Human Resources/AAO to complete the appropriate forms.

Processing these departing actions correctly helps to ensure the necessary documents are available to replace employees when they leave the College.

Hiring Full-Time Employees

(a) Employment policy.
The Rose State College Board of Regents is the hiring authority for all full-time personnel. For this reason, all employment activities which lead to recommendations for full-time employment are recommendations only and are not to be considered as appointments until approved by the Board of Regents.

(b) Salary schedule.
The intent of the Rose State College entry-level salary schedule is to ensure that salaries and wages are competitive with others in similar job classifications as resources allow. Pay ranges reflect a minimum and maximum rate of entry-level pay. Exceptions to hiring at below or above the ranges require approval of the President. An equity analysis may be performed by Human Resources/AAO, as needed.

(c) Employment procedures.
Rose State College utilizes a uniform selection procedure in matters of employment. The College employs the best qualified applicants. The following procedures assist with implementation and selection of the best qualified applicants in an equal manner.

Hiring Full-Time Employees (cont.)

(d) Posting of Job Announcements

All approved positions are posted electronically on the College's on-line application system, which, in turn, posts to higheredjobs and Indeed. Notices of new postings are also sent via e-mail to an EEO Contact List, including community and partner minority service agencies. The HR/AAO office monitors postings to ensure adherence to applicable personnel request details.

All requests for regular, full-time positions are submitted in writing on the Personnel Request form as part of a Routing Memo. This Routing Memo also contains the job description and is transmitted from the immediate supervisor of specified employment area to the appropriate Vice President. The Vice President transmits the Routing Memo to the Associate Vice President, Human Resources/Affirmative Action Officer who in turn transmits it to the President after verification a vacancy actually exists.

Posted dates for vacancies - minimum of five working days and a maximum of twenty days. College holidays, Saturdays, and Sundays are not counted. Positions that are specialized and/or are difficult to fill with qualified applicants may be posted "until filled," upon approval of the Associate Vice President, Human Resources/Affirmative Action Officer.

Extensions of application deadlines must be approved by the Associate Vice President, Human Resources/Affirmative Action Officer.

Hiring Full-Time Employees (cont.)

(d) Posting of Job Announcements (cont).

Qualifications and Description of duties

Qualifications - refers to education and experience. Minimum qualifications address what is needed or required for the job. Desired qualifications reflect the optimum education and experience. Both are determined by the supervisory personnel, in concert with the appropriate Vice President and the President.

Description of duties - to the very best of the supervisory personnel's opinions, duties are listed for the specific job position. These are bona-fide occupational duties used to determine FLSA exemption status of the position. However, it is almost impossible to list every single duty and spell out divisions of labor within employment area in all details. So long as the major duties are recorded in this category, it is expected that other duties will occur as appropriate. It is not expected that duties would be imposed on an employee unrealistically in this category having no relationship to the position. Some leeway is given to the supervisory personnel with the position. Duties on the posting are not all inclusive.

Hiring Full-Time Employees (cont.)

(e) Qualified persons within the College.

Whenever an executive/ administrative/managerial, professional, or classified position becomes vacant, the College or administrative unit, with the President, considers qualified persons from within the College or administrative unit. If it is determined by the President that the position will not be filled by promotion or transfer, the vacancy is then posted.

Vacancies are filled, as far as practicable, by promotion of persons holding positions at lower levels. The posting of job vacancies is not intended for executive, administrative, managerial, professional, faculty, and classified staff to change from his/her present job to another job at the same level.

All regular employees, with appropriate classifications, are given priority consideration for vacancies when possible. Employees with less than 6 months in their current position will not normally be considered for promotions or transfers.

Hiring Full-Time Employees (cont.)

(e) Qualified persons within the College (cont.)

To be considered for promotion, an employee must first satisfy the educational (or equivalent) and experience requirements essential for the position. Once these qualifications are satisfied, the College or administrative unit, with the President, may also review work history, attendance record, appraisals, seniority, etc., to determine if a promotion is warranted. Current employees for whom selection to a position would constitute a promotion are given preference, if equally qualified, over transfers and outside candidates.

(f) Most qualified candidates

Open positions are filled by the most qualified candidates after a full and fair search which affirmatively seeks candidates of minority groups and females for full consideration.

Hiring Full-Time Employees (cont.)

(g) Initial selection

The College or administrative unit, with the President, makes the initial selection of the person, subject to confirmation by the Associate Vice President, Human Resources/Affirmative Action Officer that proper procedures have been followed in announcement of a vacancy and that internal candidates who applied have been given proper consideration for the vacancy.

(h) Promotions

Promotions are recommended by the Vice Presidents to the President with concurrence by the Associate Vice President, Human Resources/Affirmative Action Officer.

(i)   Employee's interest in a job opening

An employee's indication of interest in a job opening does not jeopardize an employee's current status.

Hiring Full-Time Employees (cont.)

(j) Applicant pools, interviews and recommendations.

    (1) Applicant pools. After receiving a completed application for a full-time job opening under one of the four major classifications, the Human Resources/AAO Office will build an applicant pool by scanning and filing essential application information.

    (2) Screening. The Human Resources/AAO Office will complete a screening log, as required, to determine qualified applicants within the applicant pool. The applicant pools are verified by the Associate Vice President, Human Resources/Affirmative Action Officer. The Associate Vice President, Human Resources/Affirmative Action Officer, or their designee, electronically transmits applicant pools to the immediate employment area supervisor. Hiring managers, supervisors and other screening panel members identified on the personnel request, determine which applicants will be interviewed. For example, Deans work with professors in their divisions for assistance in selection of the most suitable candidates within the pool.

Hiring Full-Time Employees (cont.)

(j) Applicant pools, interviews and recommendations (cont).

    (3) Interviews. Supervisors develop interview questions for HR/AAO approval and then interview the top candidates. Job Selection Reports (JSR's) are completed for all applicants, regardless if they are interviewed.

    (4) Selection. Supervisors and hiring managers assess the interviewed candidates to determine the top three candidates. Hiring managers select the top three applicants best suited to the requirements of the position.

    (5) Recommendations. A Recommendation for Employment form is filled out listing the top three applicants in alphabetical order. All forms, along with the applications of the top three applicants, are forwarded, via a Routing Memo, to the appropriate Vice President.

Hiring Full-Time Employees (cont.)

(j) Applicant pools, interviews and recommendations (cont).

(6) Vice President interview and recommendation. The Vice President or their designee interviews all three applicants; and, if agreeing with the recommendations, he/she forwards the signed recommendation form and all Job Selection Report forms to the Human Resources/AAO Office via a Routing Memo. In some situations there may not be three applicants sufficiently qualified to warrant three recommendations: for example, positions that are highly specialized. In those situations where there are not three qualified candidates warranting recommendation, a fewer number, or none, may be submitted with a written explanation for the lesser number. In such cases, the Vice President or President may request that the process be reviewed and reconsidered and may take action as appropriate.

Hiring Full-Time Employees (cont.)

(j) Applicant pools, interviews and recommendations (cont).

    (7) Verification of employment procedures. After verifying that equal employment procedures have been adhered to and that the selection is in keeping with the goals of the Affirmative Action Compliance Program Plan, the Recommendation for Employment form is signed by the Associate Vice President, Human Resources/Affirmative Action Officer. The recommendation form with the three applications attached are then forwarded via a Routing Memo to the College President or designee, who interviews each full-time applicant who is recommended for employment, at his or her discretion. If the President agrees with the ranking of the applicants, then he or she presents the recommendation to the Board of Regents for their approval. The Rose State College Board of Regents is the only body authorized to employ personnel. Upon final approval*, the hiring department notifies the applicant.

  Final approval results in HR notifying the Hiring Official to proceed with the Contingent Offer which includes instructions for the candidate to contact Human Resources to schedule pre-employment.

Hiring Full-Time Employees (cont.)

(j) Applicant pools, interviews and recommendations (cont).

(8) Completion of employment process. All new employees must report to the Human Resources/AAO Office on or before the first day they report to work in order to complete the employment process. This applies to all new appointments and reinstatements, to include full-time, part-time, regular, temporary, probationary, hourly, Work-Study, and adjunct professors. Before being released for processing in the Payroll Office, the new employee must fill out an Employment Eligibility Verification Form (form I-9), which verifies employment eligibility to work in the United States in accordance with the Immigration Reform and Control Act of 1986. Upon completion of paperwork, the new employee will return to the immediate supervisor with a Release to Work Form indicating the employee's approval status.

(9) Records pertaining to filling a position. All records pertaining to the filling of a position (screening logs and job selection reports, for example) must be kept for a period of three years from the time of appointment.

Hiring Part-Time Hourly Employees

Part-time hourly employees complement our full-time staff greatly. They can work in any department and perform almost any task a full-time employee can perform.

Part-time hourly employees are hired on an as-needed, temporary basis and should only be retained for as long as the workload demands. Part-time hourly employees do not earn benefits from the College; only hourly pay.

Each VP's area is granted a specific budget each year to cover its part-time hourly personnel costs, so your effort to hire a part-time employee should start with verifying with your VP's office that funds exist to meet your needs.

Hiring Part-Time Hourly Employees

Caution!

There is a federal law, the Affordable Care Act, we need to be aware of when hiring part-time employees. This act makes the payment of benefits mandatory to any employee who works beyond a part-time assignment. Back-payment of unpaid benefits to eligible employees is expensive, and so are the fines that accompany willful disregard of the act.

Therefore, the College imposes strict limits on the number of hours a part-time employee may work. Generally, part-time employees are limited to no more than 20 hours a week for the entire year. This includes all part-time employment with the same employer. If someone works for you part-time and then comes back in the evenings or on other days and works for another department, the College must be extra diligent in making sure the Affordable Care Act is not violated.

Hiring Part-Time Hourly Employees

There are a couple exceptions:

Signing a Health Insurance Waiver with payroll

If the employee voluntarily agrees to sign this waiver, the 20-hour limit can be lifted and the employee can work an unlimited amount of hours .

Approval of PTH Additional Hours

Offices with surges in workload during specific times of the year often use this process to allow their part-time hourly employees to work more than the 20-hour limit. Unplanned events may also require supervisors to request additional part-time hours for their part-time hourly staff.

The key to this process is that the supervisor agrees to bear the responsibility of ensuring the employee's remaining schedule throughout the year is reduced to compensate for the additional hours.

This option requires a Routing Memo to the president with a BA-65 form from the Forms Handbook.

Hiring Part-Time Hourly Employees

The basic process…

A list of existing PTH positions and associated pay rates can be found in Section V of the P&P

Hiring officials wishing to receive PTH applications can contact Human Resources at hr@rose.edu

Human Resources will help the hiring official select from 2 posting/referral options

    A perpetual generic campus-wide PTH posting
        Applications matching the area's location or stated nature of the job are forwarded
        to hiring officials

    A posting developed just for that position
        HR may recommend this when specific duties or higher education or experience levels are required
        Only applications for that specific posting are forwarded to hiring officials

After the posting option is selected, the part-time hourly opportunity is shared with the public using the College's jobs website. Anyone can provide prospective applicants with the job search link:

Job Listings - Rose State College Jobs (hirecentric.com)

Hiring Part-Time Hourly Employees

The basic process…

Hiring managers may continue the hiring process for applications referred from HR
> The referral will be an e-mail from "no-reply@hirecentric.com <no-reply@hirecentric.com

Review the application materials included in the referral
> Typical items contained in the referral will include the application, a cover letter, a resume', a list of references if not included in the application, a curriculum vita/vitae (usually only for faculty), and other documents the applicant wished to attach

Contact those candidates you wish to interview; you may also contact references if you wish

Interview selected candidates, if necessary, and make your final selection

Complete Appointment Request (ADM 35 in the Forms Handbook) for the candidate you select

Sign the ADM 35; attach referral materials received from HR and send up your reporting chain

HR will review the ADM 35 for accuracy and conduct all necessary background checks

HR will inform you by e-mail when your request is approved

You may then notify the candidate to report to HR for pre-employment

Hiring Part-Time Hourly Employees

The basic process…

Caution!

HR will also inform you if the applicant did not meet the College's pre-employment standards

If asked, you may advise the applicant he or she may contact HR directly about pre-employment failures

Hiring Part-Time Hourly Employees

The basic process…(cont)

Typical pre-employment actions include:

Verification of eligibility to work in the U.S.
HR will determine if an initial or replacement I-9 is needed, and if so, the e-mail notice you receive from HR will include an attachment containing a list of acceptable documents to complete the required I-9.

Please make sure you provide the candidate with the list.

Release to Work form (green slip)
Confirmation HR has cleared the candidate for employment

New employee takes the form to payroll to establish a pay account and then brings the form to you

When you receive the green Release to Work slip (and not before), you may request IT access, ID card, parking placard, etc. and start submitting timesheets to payroll.

Timesheets
Timesheets should include hours worked from the 16th of the previous month to the 15th of the current month and are due to the payroll office on the 15th of each month.

PTH employees are paid on the 27th of each month.

Hiring Part-Time Hourly Employees

Releasing Part-Time Hourly Employees

PTH employees have no appeal rights; are hired on an as-needed basis only, are considered temporary and can be released from employment at any time with or without reason.

You may release PTH employees verbally in person or over the phone or in writing via a letter, text or e-mail.

Make sure you notify HR you have released the employee. Hiring managers are welcome to contact HR for questions and guidance.

Hiring Federal Work Study (FWS) Employees (Student-Workers)

Federal Work Studies complement the College's work force in a unique way. These employees are also students currently attending classes. These employees can assist offices with reception, filing, general upkeep and maintenance of office areas and equipment, activities and programs, etc.

Before an area can hire a student worker, a position must be awarded. You should check with your supervisor or VP's office to inquire about whether or not your office has any FWS positions available.

If not, you should work with your VP's office and the College's Financial Aid Office to request a position be granted.

Hiring Federal Work Study (FWS) Employees (Student-Workers)

The basic process

Application for Employment
Prospective student enrolls and applies for aid (such as FAFSA)
Fin Aid notifies Career Services of approvals that include work study awards
Career Services gives awarded students the FWS Exact Hire application instructions
HR refers FWS applications received to Career Services

Clearances/Background Checks
Career Services asks HR for clearance of candidates who want to pursue FWS placement
HR conducts background checks and notifies Career Services of cleared candidates
Career Services arranges for placement of candidates and refers those placed to HR *

* When Career Services contacts hiring officials about available FWS
candidates, this is your notice to arrange for interviews with the
candidate(s) available to you.

Once you've selected a finalist, you will work with the finalist and
Career Services to initiate the required placement form.

Hiring Federal Work Study (FWS) Employees (Student-Workers)

The basic process (cont)

All candidates selected are sent to HR for pre-employment (I-9's and RTW's) *

* When the placement form is near completion, Career Services will refer the finalist to HR for pre-employment.

HR will NOT give conditional releases to FWS employees; all new FWS employees must have all required I-9 documents when they come to HR for pre-employment.

Hiring Federal Work Study (FWS) Employees (Student-Workers)

The basic process (cont)

HR refers work study employees to payroll with a Release to Work form

New employees return Release to Work to supervisor *

> * When the new employee brings you the Release to Work, you can proceed with requesting IT and other access the employee will need.

Placement area arranges for IT access and starts submitting timesheets for the employee

Pay periods for FWS are the first through the end of the month; paydays are on the 12th

FWS employees can only work an FWS authorization until the monetary award is used

Financial Aid will send the supervisor monthly timesheets that show the remaining amount