

Augusta University

Policy Library

Employment Procedures Policy

Policy Owner: Talent Acquisition and Development

POLICY STATEMENT

It is the policy of Augusta University to provide equal employment opportunity (EEO) for all employees and prospective employees without regard to: race, age, color, national origin, religion, disability, gender, creed, handicapped, Vietnam era veterans, temporary disability, sexual orientation, genetic information or any other basis prohibited by applicable policy or law.

Augusta University believes a strong commitment to EEO and Affirmative Action is more than a legal and moral obligation. It is also a sound business practice to realize the potential of every individual.

To establish uniform procedures for the recruitment, evaluation and selection of qualified personnel for positions of Augusta University.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other: Include any other stakeholders not listed above.

DEFINITIONS

Board of Regents: The governing body of the University System of Georgia

Employee Categories:

Faculty: The faculty shall consist of the corps of instruction and the administrative officers as defined in Section 3 of the Policy Manual of the Board of Regents of the University System of Georgia.

1. The types of faculty are described below:
 - a. **Regular Faculty** are employed on a continuous basis and whose duration of employment may also be defined by agreement, contract, term, and/or restricted funding source(s). Regular Faculty may be full-time or part-time. Those faculty with a work commitment of half-time or greater are partial or full benefits eligible and those who work less than 20 hours per week are non-benefits eligible. Regular Faculty who are not hired through a competitive search will typically be given a “term” appointment for one academic or fiscal year, and may be reappointed for one (1) additional year, not to exceed a total duration of 2 years. Regular Faculty who have a full-time (1.0 FTE)

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appointment may be tenured, on tenure track or hold a non-tenured position in accordance with Sections 8.3.7 and 8.3.8 of the Policy Manual of Board of Regents of the University System of Georgia.

- b. **Temporary Faculty are** employed on a short term basis through written appointment. They are not employed on an academic year contract. If they are employed for more than one consecutive academic semester for 30 hours or more, except when the Academic semester is combined with Summer semester immediately preceding or following the Academic Semester, they shall be employed as Regular Faculty. Temporary Faculty are non-benefits eligible.

Staff: Staff employees shall consist of two major employee groups 1) *staff professional and administrative* employees and 2) *staff non-exempt* as defined below:

- a. Staff Professional and Administrative Employees are exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act (FLSA) because of their professional or administrative responsibilities. (This group does not include faculty or graduate assistants); and
- b. Staff Non-Exempt Employees are not exempt from the Federal wage-hour provisions of the Fair Labor Standards Act (FLSA). (NOTE: The University System of Georgia position classification system includes the appropriate FLSA status in the “Master List with Definitions and Guidelines”.)

Student Employees: Student Employees are considered temporary and include graduate assistants and student workers.

PROCESS & PROCEDURES

Recruitment. The recruitment of faculty is governed by University Policy 5.1.2 [Faculty Recruitment Policy](#).

For staff, the Human Resource Division is responsible for the recruitment and screening of all applicants of staff positions and works collaboratively with the managers to determine best recruitment strategies and appropriate sources for job posting.

As an Equal Employment Opportunity and Affirmation Action employer, the University provides timely announcements of position openings. The Vice President, Human Resources or designee may designate certain classes of positions to be placed on a “continuous announcement” listing when there exists a frequent or continuous need for applicants to fill positions in these classifications. The Vice President of Human Resources or designee may exempt other positions from regular announcement procedures when costly or unnecessary delays in filling those positions would occur.

Advertising sources may include, but not necessarily be limited to internal postings, newspapers, journals, internet, Georgia Department of Labor, the South Carolina Employment Security Commission, college / university job fairs, and professional networks and

organizations. Additional contacts with minority schools and other resources that increase the ability to provide an adequate supply of diverse, qualified candidates for consideration will be included in the recruitment process when appropriate.

The use of search firms and temporary staffing agencies requires approval of the Vice President, Human Resources or his/her designee.

The Human Resources Division is responsible for maintaining appropriate documentation and records of the recruitment and selection process. In those searches conducted by a search firm or temporary agency, maintaining documentation is required by the firm or agency and will be available upon request of Human Resources.

Employment Status and Eligibility for Benefits

The categories of appointment to classified and faculty positions are established according to the anticipated duration of employment. The type of appointment determines an employee's status with regard to eligibility for benefits.

Employment Status

Regular Employment Status: Regular employment is ***considered continuous*** and may also be defined by agreement, contract, term, or restricted funding source(s). Regular employment may be benefits eligible, partial benefits eligible, non-benefits eligible, full-time or part-time, exempt or nonexempt. Regular exempt employment must meet the "salary basis" requirement under the Federal Fair Labor Standards Act (FLSA).

- **Salary Basis:** Being paid on a "salary basis" means an employee regularly receives a *predetermined amount* of compensation each pay period on a weekly or less frequent basis and the predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work subject to exceptions under FLSA.

Temporary Employment Status: Temporary employment is short in duration to address business needs and must meet the requirements and characteristics described below:

1. A temporary is non-benefits eligible
2. A temporary does not have an expectation of long-term employment.
3. A temporary may be full-time or part-time.
 - a. A temporary employee may not exceed a total of 1,300 hours worked in a 12-consecutive month period. The 1,300 hours can be accumulated in any combination during the 12 month period. Once a temporary employee has worked 1,300 hours or has been employed for 12 consecutive months, whichever comes first, the temporary employee must have a break in service of 26 weeks. Employment applies across all USG institutions.
 - b. If a temporary employee is needed beyond the 1,300 hours, they must be moved to a regular employee status.

- c. A temporary who is dually or jointly employed in more than one position must have all hours worked counted towards the 1,300 hour worked limit from the date of hire into the first position. This includes Temporary Staff Arrangements.
4. A temporary may be separated at any time for any reason without notice and either the employer or the employee can end the employment relationship. Such separation is not grievable or subject to appeal.
5. A temporary is typically considered *non-exempt* under the Federal Fair Labor Standards Act's overtime provisions and paid for all hours worked on an hour-for-hour basis, and they must receive overtime pay for hours worked over 40 in a workweek at a rate not less than time and one-half their regular rate of pay. In some instances, temporary employees, such as graduate assistants, post docs or credentialed professionals, may be exempt.

Note: If a temporary employee exceeds an average of 30 or more hours per week during the Affordable Care Act ("ACA") measurement period and meets the definition of healthcare eligibility under ACA, if they continue employment in a regular position, they will become eligible to enroll in healthcare benefits during the ACA administrative period. The ACA administrative period is the set period immediately following the one year look back period from the date of hire for any temporary employee. *See #3 under Temporary Employment Status.*

Employment Requests Procedure

To fill a regular staff level position, the department initiates a request using the Human Resources Information Management System, which is then routed through appropriate channels to the Talent Acquisition and Management /Human Resources, along with a copy of the department's proposed job posting.

The department may propose an internal (interdepartmental and/or University internal) search when it believes that there are qualified internal candidates.

For faculty positions, the department initiates a request using the Human Resources Information Management System which is then routed through appropriate channels to the Faculty Support Services section of Human Resources.

Applications for Positions

Qualified Internal Applicants: Employees interested in posted vacancies must apply by the deadline. To submit an application for a posted vacancy, employees are expected to apply for a posted vacancy by the deadline using the online application process available through the GRU Human Resources website or via <http://www.gru.edu/jobs> through Employee Self-Service of the Human Resources Information Management System.

GRU classified staff employees must have occupied their current positions for at least six months in order to apply for a vacant position and must be in good standing in their current position/department. Past performance, including evaluations, may be considered during the applicant review and interviewing processes. Earlier release from current position is permissible, when the employee's his/her supervisor approves. Internal applicants are

encouraged to include a cover letter and/or resume. Individuals applying for faculty positions should submit all requested documentation identified within the posting.

Outside Applicants: Qualified individuals are expected to apply for a posted vacancy by the deadline using the online application process, which allows the applicant to include a cover letter and resume, available through the GRU Human Resources website or via <http://www.gru.edu/jobs> through the Human Resources Information Management System.

Referral of Applicants to Department: The Human Resources staff evaluates all candidates for staff positions based on such factors as relevant experience, skills, test scores and education level and refers those applicants believed to be qualified to the manager or designee for consideration. Promotion from within the institution is encouraged when practicable. When applicable to the position, test scores will be provided to the manager or designee. For faculty positions, the search committee evaluates all candidates based on the identified requirements of the position posting.

Departmental Evaluations and Selections

All candidates for staff positions referred by Human Resources in response to a posted vacancy will be considered and evaluated by the department. Human Resources is responsible for screening and testing applicants for employment based on the outlined qualification standards established in the job description for the position.

The manager or designee is responsible for screening applications to determine applicants to be interviewed based on the department's overall requirements, setting up interview dates and times, and conducting selection interviews according to interview guidelines established and provided by the Human Resources Division.

The manager is also responsible for conducting reference checks on candidates for staff positions being seriously considered. Human Resources is available to assist with this upon request. A selection decision will not be made until all referred candidates have been considered. The manager and Human Resources are expected to communicate during the interview process concerning the candidates being considered. Human Resources will be responsible for notifying all candidates of the hiring decision.

Departments are expected to utilize appropriate resources to demonstrate good faith efforts toward improving outreach and recruitment practices, removing barriers to applicant pool diversity, and producing measurable results that foster a fair and inclusive workplace. Once the interview and selection process has been completed and a candidate selected, the appropriate Interview & Selection Form and Reference Check Form(s) are to be completed, signed, and forwarded to Human Resources prior to an offer being made.

For faculty positions, the search committee chair, or designee, will coordinate the scheduling of all interviews per GRU Policy 5.1.2. Interview evaluations will be completed on all faculty applicants interviewed and submitted through the Human Resources Information Management System.

Disqualification of Candidates

- Any false statement of material fact on the employment application.
- The candidate for a position of trust has been convicted of a felony or a crime of moral turpitude unless the applicant has been pardoned. The candidate has been convicted of a misdemeanor that would not be in the best interest of Augusta University.
- Misdemeanor or convictions are evaluated on a case by case basis, considering the nature of the correction, time elapsed since the conviction, and the type of job in question.
- Background offenses that would not be in the best interest of the public and patients.
- Former Augusta University Health System employees who hold a non-eligible for rehire status.
- Unable to obtain satisfactory past employment references.
- Unsuccessful completion of Employee Health clearance steps. Results from the pre-employment drug screen, if applicable to the position, are to be negative and received before the new hire's start date. If results are not returned prior to the expected start date, Human Resources will work with the manager or designee to determine a new start date. The new hire cannot start prior to Human Resources receiving the results.
- Failure to provide appropriate documentation and verification of licensure and/or education.
- Conviction of a criminal drug offense disqualifies candidate for not less than two years. Any candidate who has been convicted of a second or subsequent criminal drug offense is ineligible for employment or reemployment for a period of five years from the most recent date of conviction.
- The candidate is or has been a member of an organization advocating the violent overthrow of the government of the United States.
- A determination that the candidate is not able to perform the essential duties of the position with or without an accommodation during the pre-employment physical.
- Former employees terminated for cause by Augusta University or within the Augusta University Enterprise unless the termination is no longer deemed relevant by the Vice

President for Human Resources based on lapsed time, type of position applied for and/or work record established elsewhere since termination. Refer to policy on *Re-hiring of Employees, Policy: 8.1.16* <http://policy.gru.edu/archives/894>

Offers of Employment

All offers of employment to fill classified/staff positions will be made by the Human Resources Division/Recruitment Section and are conditional upon successful completion of a Criminal History Background Check, and when applicable, a credit check, verification of licensure, certifications and/or academic credentials and a physical exam and/or drug screen.

Following the selection of a candidate by a department and the successful completion of all screening requirements, Human Resources will extend an offer of employment to the selected candidate at the agreed upon/budgeted salary determined together with the department. Any deviation from the minimum salary of the pay range for the position must be made in accordance with the Compensation Policies for Classified Employees.

Human Resources will notify departmental hiring authorities of the acceptance or refusal of an employment offer by the candidate. Candidates in the applicant pool that are not selected for a vacancy will be notified by the Human Resources staff and/or manager or designee.

All offers of employment to fill faculty positions must be approved by the Vice President for Academic & Faculty Affairs and the Executive Vice President for Academic Affairs & Provost prior to being extended to the selected candidate. Template offer letters are available on the Faculty Support Services website and must be followed based the appointment type of the faculty candidate. The hiring department, in conjunction with discussions with their dean's office, will identify an appropriate salary based on the qualifications of the candidate and the available budget.

Completion of the Employment Process

For staff positions, when an employment offer is accepted, the Human Resources staff member who extended the offer will send an official appointment letter to the employee with an information copy to the department and Human Resources Processing staff. The appointment letter will include the agreed upon date of hire, the date of Start Wise, and the date and time for the payroll processing appointment. The Human Resources staff will ensure accurate and timely processing for payroll and benefits following the orientation appointment.

For faculty position, the respective dean, department chair, or designee will notify Faculty Support Services of an acceptance of the position and provide a copy of the signed offer letter and prepare the faculty appointment packet. Faculty Support Services will coordinate the payroll processing appointment and notify the new faculty hire of the date of their processing appointment to ensure accurate and timely processing for payroll and benefits.

REFERENCES & SUPPORTING DOCUMENTS

- [USG Policies on Employment](#)
- [Augusta University's Interview Toolkit for Managers](#)
- Background Check Authorization Form
- Individual [Interview Evaluation Form](#)
- [Reference Check Form](#)

RELATED POLICIES

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APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/20/2017