



POLICY TITLE	Hiring of Staff and Student Employees	Policy Number	302
Section	Human Resources	Approval Date	June 19, 2014
Subsection	Hiring Practices	Effective Date	June 20, 2014
Responsible Office	Office of the Vice President of Budget, Planning, and Human Resources		

1.0 PURPOSE

1.1 This policy addresses the recruitment and hiring process for only staff and student positions.

2.0 REFERENCES

- 2.1 *Immigration Reform and Control Act of 1986*
- 2.2 UVU Policy 165 Discrimination, Harassment, and Affirmative Action
- 2.3 UVU Policy 304 *Employment of Relatives (“Nepotism”)*
- 2.4 UVU Policy 333 *Criminal Backgrounds Checks*
- 2.5 UVU Policy 352 *Compensation for Non-Faculty Employees*

3.0 DEFINITIONS

- 3.1 **Advertising:** Promoting the job opening to applicants through UVU’s employment website and through media such as newspapers or websites including those that target a field or profession.
- 3.2 **Applicant:** An individual who has submitted a formal application for a vacant position.
- 3.3 **Candidate:** An individual who is selected from the applicant pool.
- 3.4 **Hiring Agent:** Person with responsibility for hiring to fill the vacant position.
- 3.5 **Internal Applicant:** A current UVU employee who has submitted a formal application for a vacant position having met the length of service and other requirements listed in this policy.
- 3.6 **Job Family:** Grouping of positions with similar responsibilities that require similar types of training, skills, knowledge, and expertise. Job families are identified by Human Resources in collaboration with department leaders.



3.7 Job Family Promotion: Promotion of an employee from one position to another within a job family.

3.8 Staff, Full-time: Staff employees paid on the exempt/nonexempt pay schedule and hired into positions in which the University has a reasonable belief that the employee will work at least 130 hours per month (30 hours per week) in a 12-month measurement period. These employees are offered medical benefits coverage in accordance with the University's medical benefit plan waiting period.

3.9 Staff, Part-time: Variable hour staff and student employees paid an hourly rate (based on the exempt, nonexempt, or student/trainee pay schedule) for hours work. Pay is processed through submission of time for actual hours worked.

3.10 Student: An individual enrolled in at least one credit-bearing course during the current semester at Utah Valley University.

3.11 Student Employee: A student who performs services in the employ of the University "incident" to and for the purpose of pursuing a course of study at the institution (U. S. Treasury Regulations Section 31.3131(b) (10)-2). A student may continue to be considered a student employee when not enrolled in the current semester, if enrolled in at least one course in each of the most recent previous two semesters.

3.12 Variable hour: Employees hired into positions that are assumed to not be full-time meaning the University has a reasonable belief that the employee will not work 130 hours per month (30 hours per week) in a 12-month measurement period. These employees are not eligible for medical benefits.

3.13 Waiver of Advertising: Approval to fill a position without advertising or reviewing of applicants.

4.0 POLICY

4.1 Utah Valley University establishes and follows hiring practices in accordance with federal and state laws governing employment including equal opportunity, affirmative action, nepotism, and immigration.

4.2 Human Resources is the central recruiting office responsible for the establishment of hiring guidelines. Hiring agents shall conduct all recruitment activities, including associated record keeping, in accordance with hiring guidelines developed and maintained by Human Resources.

4.3 To promote equal opportunity, all vacant positions shall be advertised pursuant to the hiring guideline for the position classification. Positions shall be advertised in appropriate publications according to the geographic scope of the search, affirmative action goals, and the needs and resources of the hiring department and the University. To be considered for employment, applicants must complete the university application and apply for a specific job opening.

4.4 Prior to making an offer of employment to a candidate, hiring agents must review with and receive written approval by Human Resources the terms of the offer. Offers of employment are contingent upon verification of identity, successful completion of a background check, and employment eligibility of the candidate.

5.0 PROCEDURES



5.1 Advertising

5.1.1 Advertisements must be listed on the University's employment website during the application period unless a waiver of advertising has been approved.

5.1.2 Advertisements for staff positions shall allow for applications to be submitted for a minimum of seven (7) calendar days unless a waiver of advertising has been approved. In consultation with Human Resources, hiring agents may extend the application period beyond seven (7) calendar days and/or may advertise the position as open until filled. Advertisements for student employees may allow for applications to be submitted for a period of less than seven (7) calendar days.

5.2 Waiver of Advertising

5.2.1 In exceptional cases the advertising requirements may be waived if a formal request for a waiver of advertising is submitted to Human Resources and reviewed and approved by the appropriate vice president and/or President prior to filling the position. A formal request for a waiver includes a position description of the work to be performed, a resume or application demonstrating how the candidate meets the minimum qualifications of the position, and a written, signed memo outlining the rationale for and identifying the specific criteria met for a waiver of advertising.

5.2.2 A waiver of advertising request may only be approved if the candidate meets the minimum qualifications of the position and one or more of the following Waiver of Advertising criteria are met:

5.2.2.1 Spousal hire—In order to recruit a high caliber candidate into a position that the vice president has identified as key to the university, the spouse of the candidate may be hired into a vacant position without a search provided the spouse meets the minimum qualifications of the vacant position. The spousal hire must be approved by the vice president of the division into which the spouse is to be hired.

5.2.2.2 Previous search—The candidate applied and was interviewed within the last 12 months for a vacant staff position at the same or higher grade level with the same minimum qualifications and similar essential functions as the currently vacant position.

5.2.2.3 Paid Internship—A candidate for whom the work assignment meets a formal educational program requirement or provides specific career-related experience. Paid internships may extend for no more than one year.

5.2.2.4 Acting/interim—A temporary appointment made to a position when there is an urgent need. An acting or interim appointment may not be changed to a regular appointment without advertising the position and going through a screening and interviewing process or by following promotion procedures where the incumbent qualifies as an internal applicant. Acting or interim appointments will normally be for less than one year in duration.

5.2.2.5 Reinstatement—An employee who terminated in good standing within the previous twelve months may be reinstated to a position in the same job family at the same or lower classification as compared to the position formerly held.



5.2.2.6 Part-time to full-time conversion—When a part-time staff position is converted to a full-time staff position with the same title, duties, and classification, the incumbent employee may be hired into the new full-time staff position without a search if there are no other qualified part-time staff employees within the same job family. If there are other qualified part-time staff within the same job family, job family promotion procedures may be used for selection.

5.2.2.7 Other—A waiver may be approved if the offer of employment is made in order to settle a grievance or complaint or if the offer of employment is made in order to avoid a reduction in force.

5.2.2.8 Institution Best Interest— A waiver of advertising may be approved by the President if he or she determines in collaboration with the Associate Vice President for Human Resources that it is in the University's best interest to place a candidate in a vacant position without a search.

5.3 Screening and Interviewing

5.3.1 Screening and interviewing shall be conducted in accordance with the appropriate full-time staff, part-time staff and student employee hiring guidelines listed on the HR website.

5.3.2 The hiring agent is responsible for leading the screening and interviewing process and ensuring that all hiring participants have received and adhere to required hiring training.

5.4 Internal Searches

5.4.1 A hiring agent, in consultation with Human Resources, may choose to conduct an internal job family promotion if an employee or employees have developed the necessary qualifications for a vacant position through their experience in the job family or department. Eligible employees will be able to apply for the position by invitation only. Screening and interviewing for job family promotion shall be conducted in accordance with hiring guidelines listed on the HR website. To be considered for job family promotion, employees must meet the minimum requirements of the position and qualify as internal applicants by meeting at least one of the following criteria:

- 1) Part-time staff (non-student) employee working a minimum average of 20 hours per week for at least 6 consecutive months immediately prior to the position's opening date.
- 2) Full-time staff employee working a minimum average of 30 hours per week for at least 6 consecutive months, immediately prior to the position's opening date.

5.4.2 Searches may be limited to internal applicants when there is a possibility of recruiting a current university employee with the appropriate skill set and qualifications. To be considered for internal only searches, employees must meet the minimum requirements of the position and qualify as internal applicants. Internal applicants must meet at least one of the following criteria:

- 1) Adjunct faculty status for at least two full semesters immediately prior to the position's opening date.
- 2) Part-time staff (non-student) employee working a minimum average of 20 hours per week for at least 6 consecutive months immediately prior to the position's opening date.



3) Full-time staff employee working a minimum average of 30 hours per week for at least 6 consecutive months immediately prior to the position’s opening date.

5.4.3 Pay increase for the candidate selected through internal search will be determined in accordance with Policy 352 *Compensation for Non-Faculty Employees*.

5.5 Employment Eligibility

5.5.1 Offers of employment are contingent upon:

5.5.1.1 The results of any background checks in accordance with Policy 333 *Criminal Backgrounds Checks*, drug tests, and any other pre-employment tests required for the position.

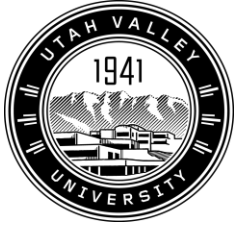
5.5.1.2 Verification of identity and employment eligibility. To ensure compliance with federal and state laws and regulations relating to immigration and the verification of identity and employment eligibility, all new employees must submit acceptable documentation and sign a Form I-9 on or before the first day of work.

5.5.1.3 Compliance with UVU Policy 304 *Employment of Relatives (“Nepotism”)*.

5.6 Applicant Complaints

5.6.1 Applicants may direct questions or complaints regarding staff and student hiring processes and decisions to the Associate Vice President for Human Resources. The Associate Vice President, or designee, shall respond to and seek appropriate resolution of applicants’ questions or complaints.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity



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