



SUBJECT: PROCEDURES FOR HIRING NEW STAFF EMPLOYEES

- I. PURPOSE: To establish procedures and guidelines for hiring new salaried, staff, employees. (Salaried employees are those employees who work half-time or more and are eligible for University fringe benefits.)

- II. POLICY:
 - A. Hiring salaried staff employees is done under the authorization and procedures of the Human Resources Office. Southern Utah University is an equal opportunity employer. The University hiring policies and practices prohibit discrimination in employment based on race, color, religion, sex, national origin, age, disability, marital and veteran's status. See policy 5.3.

 - B. Recruitment
 1. Obtain Recruitment Authorization Form and other recruitment documents from Human Resources Office or website.

 2. Recruitment Authorization Form signed by supervisor, department chair, and vice-president/provost must be submitted to Human Resources Office along with complete job description including salary level. The President must approve and sign Recruitment Authorization forms for all new salaried and benefit eligible positions.

 3. All positions will be advertised in-house for five days. Positions may be advertised concurrently in-house and off-campus. All qualified University in-house applicants who meet the minimum qualifications of the job will be given careful consideration. In-house applicants will be notified if an interview is not extended. The definition of qualified in-house applicant is someone who meets the minimum qualifications of the job and is currently employed by the University in a salaried, benefits eligible position.

Staff positions will be advertised off-campus for 15 days in local publications and on the University's website. Administrative positions will be advertised for 30 days off-campus in state and national print and /or web publications, and on the University's website.

 4. Advertising costs are paid by the hiring department.

 5. Classified and professional staff position vacancies may be filled as promotions from within a department or division at the discretion of



SUBJECT: PROCEDURES FOR HIRING NEW STAFF EMPLOYEES

the supervisor or director. The requirement to advertise position vacancies is waived in the case of promotions.

C. Screening and Interviewing

1. When a position closes, a screening committee comprised of at least three people and containing both male and female members shall screen all applications, choose the best qualified applicants for interview, and submit those applications to the department supervisor or department chair.

The interviewing committee, comprised of at least three people, and containing both male and female members, shall meet with a member of the Human Resources Office before interviewing commences to be advised of rules and regulations on interviewing and hiring.

2. A member of the interviewing committee must check all references before final applicant is recommended for hire.

D. Selection for Hire

1. Appointments are made on a competitive basis and shall be made from a list of qualified applicants who meet or exceed established minimum requirements. After an applicant is selected for hire, Personnel Action Form, EEO Form, and Recommendation for Appointment Form must be filled out with appropriate signatures and returned to the Human Resources Office along with all application files. The Human Resources Office will forward the Recommendation for Appointment Form, Personnel Action Form, EEO Form, and application or resume of the recommended candidate to the President for his/her review and signature.
2. The person recommended for hire will not be notified of his/her selection until the President has signed the Notice of Appointment form. After the Notice of Appointment is signed by the President, the Human Resources Office will notify the department of the approval and then the department will notify the successful candidate of his or her selection. The "Acceptance of Appointment" form will then be completed by the Human Resources office and then signed by the appointee. The new employee will have ten (10) working days to sign and return the notice of appointment. The Human Resources Office will then send out letters to all applicants not selected.



SUBJECT: PROCEDURES FOR HIRING NEW STAFF EMPLOYEES

3. New personnel are required to report to the Human Resources Office on their first day of work to fill out appropriate employment papers.
- E. Instructions for full-time and part-time positions and related notification of appointment forms.
1. All full-time and part-time (half-time or greater) salaried positions will be advertised and will provide benefits as specified in SUU policy and procedures. The President, Provost, or Vice Presidents may waive the job posting requirement in exceptional situations with a letter to the Human Resources Director. Staff positions that serve at the will and pleasure of the President (i.e., athletic head coaches, and assistant coaches, etc.) do not fall under the job posting requirement.
 2. Full-time and part-time (half-time or greater) salaried staff positions imply continuing employment status, following appropriate probationary periods, as specified in the particular SUU staff policies and procedures related to the position in question. If the position is not continuing, notation must be made on the "Notification of Appointment" to state the term of employment.
 3. For the first year of employment, the initiating authority is responsible to fill out the following three forms before hiring is complete: "Recommendation for Appointment," Personnel Action Form," and "SUU Equal Employment Opportunity Process Form." Completion of these forms, with appropriate signatures, will provide evidence that SUU policies and procedures for equal employment opportunity hiring have been followed. The "Acceptance of Appointment" form will also be completed with signatures by both the appointee and the President.
 4. After the first year, the "SUU Statement of Salary and Benefits" will be utilized for continuing full-time employees. This form does not require appointee or other signatures.
- E. Instructions for less than half-time staff positions and related notification of appointment forms.
1. Positions of less than half-time will not be advertised and will not provide fringe benefits as per SUU policy and procedures.



SUBJECT: PROCEDURES FOR HIRING NEW STAFF EMPLOYEES

2. Less than half-time positions are term employment whose duration is only for the period specified in the "Notification of Employment." No continuity of employment is implied nor promised.
3. During the period specified for employment, procedural safeguards for staff positions of less than half-time are provided by appropriate staff policies and procedures related to the position in question. At the specified ending date, however, no procedures are required to terminate any employee hired in a less than half-time position under these conditions.
4. For any initial, or subsequent, employment, the initiating authority is responsible to fill out one of the two following forms before hiring is complete: "Special Appointment" for non-SUU employees or "Overload and Additional Compensation Authorization and Supplemental Contract" for SUU employees who already hold full-time or half-time or greater positions. The duration of this employment must be specified on either form with specific beginning and ending dates listed. Such action terminates non-SUU continuing employees at the ending date. It also reduces the continuing SUU employee to the level of employment specified under either their "Statement of Salary and Benefits" form for full-time employees or their "Acceptance of Appointment" for part-time employees of one-half or greater.
5. Both forms for less than one-half employment require signatures by the initiating authority and other administrators for initial and any subsequent hirings which occur.
6. Part-time positions of less than one-half which are upgraded to half-time or greater must comply with staff employment procedures and guidelines as outlined in this policy.