

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

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TITLE: Hiring and Termination Policy

POLICY NUMBER:

EFFECTIVE DATE: January 16, 2003

REVISION DATE: September 27, 2010

ACCREDITATION STANDARDS:

POLICY:

All University departments are required to follow the hiring and termination guidelines set forth in this policy.

PURPOSE:

1. To ensure that budgeted funds and appropriate approvals are in place to replace or add an additional position.
2. To effectively administer the approved Southeastern University compensation program.
3. To post and advertise effectively for open positions in order to comply with the University's Institutional Affirmative Action Plan.
4. To be in compliance with Federal and State employment legislation including, but not limited to, legal issues encompassing equal employment opportunity.
5. To facilitate departments of the University in obtaining an adequately diverse and qualified pool of applicants for the purpose of canvassing and interviewing.

SCOPE:

This policy applies to all department heads and hiring supervisors.

DEFINITIONS:

1. Application for Employment - official University document for applicants
2. Affirmative Action Policy - It has been, and will continue to be, the policy of this University to provide equal opportunity to all applicants for employment, and to administer all personnel policies and practices such as recruitment, hiring, promotions, and other terms, conditions, and privileges of employment in a manner which does not discriminate on the basis of race, color, sex, national origin, age, or disability. This policy has been adopted voluntarily and reaffirms our continuing commitment to provide equal opportunity to all employees and applicants for employment with respect to recruitment, interviewing, testing, screening, selection, placement, classification, evaluation, transfer, promotion, training, compensation, fringe benefits, layoffs, and termination. The University will seek consistency in wages for personnel with equivalent responsibilities, while still recognizing that salary differences may result from individual variations in experience, skill, and length of service. Recommendations for salary increases or denials of salary increases will be made without discrimination on the basis of race, color, sex, national origin, age, or disability.

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3. Equal Employment Opportunity Policy - Southeastern University, an equal opportunity employer, espouses the spirit as well as the letter of equal opportunity with regard to race, color, national origin, gender, physical limitations, and age. It is the policy and practice of the University to employ people from all minority groups, to provide genuine opportunities for advancement in accordance with individual capabilities, to provide guidance and training on the job, and to encourage a program of continuing education that will foster an environment that reflects the University's position on equal opportunity.

FORMS AND APPLICABLE DOCUMENTS:

1. Application for Employment
2. Southeastern University Compensation Program
3. Affirmative Action Plan
4. Departmental Budget
5. Job Description
6. Reference Check Verification Form
7. Skills Profiler and Keyboard Test
8. Release Authorization Form for Background Check
9. Payroll Status Form
10. Staff and Faculty Handbooks

PROCEDURES:

Hiring:

1. When a department is seeking to fill a new position or replace a current position, they must first, check with the Human Resources office to verify that the position is approved. The Human Resources office will make available to the hiring supervisor and/or Vice President for the area a copy of the appropriate pay scale.
2. The department seeking the candidate for hire should then conduct their own in-depth study and research of the department's related payroll budget, checking to verify that the replacement for a position, or new position, is totally provided for in the current budget, as well as in the upcoming fiscal year's budget (if the upcoming budget has been approved at that point in time), with careful attention being given to year-to-date variances. If the hiring department has questions or concerns regarding the availability of payroll funds, the Budget Officer in the Business Office should be consulted.
3. At that time, written verification must be provided to the Human Resources office that the position is covered under the department's budget, with signatures from the hiring supervisor, the Budget Officer for the University, and the Vice President over that area. The hiring department should also submit the job description to the Human Resources office at that time.
4. Only after Steps 1 - 3 have been completed, will the position be advertised by being posted on the University website, SFNET for internal notification, and posted in local church bulletins and/or local newspapers. The Human Resources Department will also advertise, as needed, on other websites and

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some trade magazines with all efforts endeavoring to fulfill the University's commitment to adhere to our Affirmative Action Plan and philosophy.

5. As applications/resumes are received, they will be forwarded in an expedient manner to the hiring department for perusal and consideration. After giving a reasonable amount of time to allow a sufficient response to the posting and advertising, the department should begin canvassing and interviewing appropriate candidates.

6. After the department interviews the applicant(s), if an applicant is deemed qualified and the department is interested in considering them as a final candidate(s), both professional (work) references and personal references should be checked by the hiring department itself, not the Human Resources office. Checking references is not an option - it is a requirement and must be performed. A Reference Check Verification Form, available in the Human Resources office and on the SFNET, verifies that references have been checked and must be completed by the hiring department, signed, and returned to the Human Resources office before a potential candidate(s) will be tested.

7. After the final candidate(s) has been selected by the department and reference checks have been completed by the department, at that point the Human Resources office will schedule the candidate(s) for testing (staff only). The test is a battery of general skills tests, related to language skills, math and reasoning, attention to detail, vocabulary, and writing skills.

8. When the testing is completed for staff employee candidates and graded by the Human Resources office, the results will be forwarded to the hiring department head or supervisor. Once the results are received and reviewed by the hiring department, the Human Resources office should be notified that a final candidate has been selected.

9. At the point a final candidate is chosen, the hiring department should communicate with the Human Resources office, letting them know who the department wishes to hire and what salary the department is willing and able to pay, contingent upon the department budget and Compease evaluation. When that decision is reached, the hiring department may schedule an appointment for final candidate to meet with Human Resources and the hiring supervisor to discuss the offer of employment, which will include precise details of the compensation/benefits package being offered. If a face-to-face meeting is not feasible, upon request by the hiring department, a packet of benefit information will be mailed to its final candidate.

10. If the candidate agrees to the compensation/benefits package offered, they will be asked to sign the Release Authorization Form for a background check. It takes approximately 2-15 business days for the background check to be completed.

11. Approval of hire secured from Human Resources office prior to an offer of employment based upon clean background check and completed PSF with all signatures secured. Check-Off Sheet and Reference Check Verification forms are to accompany the PSF.

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12. Staff and Faculty Handbooks include communication regarding the University's 90-day probationary period and other pertinent information, as well as several acknowledgement forms that must be signed by all new hires. Staff and Faculty Handbooks are available on the SFNET.

Involuntary Terminations:

The University reserves the right to dismiss any member of its staff or faculty who would, for any reason, compromise its standards or who repeatedly demonstrates incompetence in the performance of his/her duties. In order to confirm that proper documentation is a part of the personnel file and in order to assure that the university is legally compliant, any cases of involuntary termination of an employee may not be executed without prior consultation and approval from the appropriate Vice President and the Director of Human Resources.

If the employee is found incompetent, the supervisor must inform the employee that their job performance is not satisfactory. A written report of warning signed by the employee evidencing knowledge of the situation will be forwarded to the proper administrator and the Human Resources office. Should dismissal be necessary, the employee may be informed of the reason for dismissal. An appeal of this decision may be made to the President of the University. Before receipt of the final pay distribution, any University keys or other issued property must be returned to the department supervisor.

APPROVAL:

DISTRIBUTION:

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