

## **GUIDELINE: 3-01      HIRING PRACTICES/EQUAL OPPORTUNITY/FACULTY APPOINTMENTS**

**PURPOSE: TO RESTATE BRENAU'S CONTINUED COMMITMENT TO EQUAL OPPORTUNITY IN EMPLOYMENT.**

Brenau University is dedicated to providing high quality educational opportunities. The excellence of our staff is an asset in achieving the premier status we seek. The recruiting and hiring of superb faculty and staff members is an important goal.

Brenau practices and believes in equal opportunity for all students, employees and job applicants. We do not discriminate on the bases of age, race, color, religion, sex (including pregnancy and gender identity), sexual orientation, national origin, disability, genetic information, military service, or any other characteristic protected by federal, state or local law or ordinance. These protections extend to all conditions and privileges of employment, including, without limitation, to recruitment, hiring, compensation, benefits, transfers, promotions, discipline, and termination.

Brenau will periodically review its practices and procedures to ensure the organization is honoring its commitment to equal opportunity principles. Employees who have equal opportunity related questions, problems, or complaints should first communicate their concerns to their immediate supervisor. If they are dissatisfied with the supervisor's handling of the matter, they may pursue their complaint through the Assistant Vice President for Human Resources or to the President.

The university prohibits retaliation against anyone who identifies or opposes a discriminatory practice in violation of the university's equal employment opportunity policy or participates in an investigation or proceeding regarding a violation of the university's equal employment opportunity policy.

### **A. THE HIRING PROCESS:**

The hiring supervisor must follow each step in the "Hiring Process Checklist" available on the HR site, under HR Forms.

#### **1. Determining the need to hire**

The decision to create a new position or to fill a vacant position must first be approved by the area VP, the VP for Financial Services, and then the Executive Vice President & CFO. Typically, the new hire's salary will be set at a competitive rate for the vacated position. The salary needs to be approved by the Executive Vice President & CFO prior to posting the position via the "Request to Post a Job" form, which the supervisor completes and submits to the area VP, then to the Vice President for Financial Services and finally to the Executive Vice President & CFO for final approval. If approved by all parties, the form will be forwarded to Human Resources for processing.

#### **2. Starting the hiring process**

a. Once the position has been approved by the Executive Vice President & CFO, the Human Resources Office is notified via the signed "Request to Post a Job" form. The supervisor must review the current job description, revise as needed, and send the revised copy to the Office of Human Resources (via email). The information listed on the job description will be used on the online job board (the standard template should be used).

b. Refer to 3-01 N for information related to hiring non-U.S. citizens.

#### **3. Recruitment**

All recruitment, selection, placement and training decisions will be based on the job-related qualifications and abilities of candidates. Whenever practical and in the best interest of the University, the administration prefers to promote qualified persons from within the organization rather than recruiting from outside the university. Human Resources must be notified of all position openings. Interested employees may make application to the Assistant Vice President for Human Resources for a new position after advising the current direct supervisor of his/her desire to apply for such position. Additionally, university administrators have the option to reassign current employees to a new position without posting a position opening. These reassignments will be done to serve the best interests of the department/university and require prior approval from the Executive Vice President & CFO and the President.

#### 4. Advertising

Supervisors and department chairs must notify the Office of Human Resources of any job vacancies (permanent or temporary) and the need for placing classified advertisements for these positions via the "Request to Post a Job" form which is available on the HR website. Ads will be approved for content, style and must include the equal opportunity statement and the drug-free workplace statement.

- a. The Office of Human Resources will place the ad in the publications checked on the "Request to Post a Job" form. Publications routinely used include local newspapers, the Brenau website, via the Brenau job board (<https://brenau.applicantstack.com/x/openings>), The Chronicle for Higher Education, and Higheredjobs.com. Professional publications and appropriate higher education employment websites may also be considered.
- b. The individual or department submitting a position announcement must provide an account number under their advertising line to cover the cost of the ad.
- c. Applicant Stack (APS); Brenau's online applicant tracking system will be used for each job posting. All postings at other sites will be forwarded back to APS in order for the applicant to complete the official job application, attach resume and transcripts, etc. The supervisor (or designee) will be responsible for checking the APS system regularly to retrieve applicant data. Each applicant will receive an automatic acknowledgement once his or her application has been submitted. However, it is the responsibility of the supervisor, (or designee) to send out rejection letters to the candidates who were not chosen.

#### 5. Interviewing Applicants

- a. A hiring committee may be formed, but is not required. Candidates should be informed of the requirement to pass the background check/credit report.
- b. Individuals who interview job applicants must be familiar with the requirements of an effective hiring process and the EEOC Guidelines on Employee Selection Procedures. These are included in the Hiring Process Checklist.
- c. Each applicant who submitted application materials must be "rated" in the application system by the supervisor (or designee). It is critical to accurately record the reason for non-selection for each candidate; all candidates must be treated equally and fairly in the hiring process. The fields "Rating" and "Disposition" are the most critical fields in the APS system to be completed.

#### 6. Selection of Candidates

- a. Once a successful candidate has been chosen and the hiring committee has completed the reference check, the area VP should be notified. If the salary has been changed from what was originally listed on the "Request to Post a Job Form," written approval for salary alteration must be given by the area VP and Executive Vice President & CFO prior to extending an official offer. The Reference Record must be completed and saved to the applicant's file in

ApplicantStack. After final approval from the area VP and Executive Vice President & CFO, the direct supervisor is authorized to make an official offer.

- b. Refer to 3-01 N for information on hiring non-U.S. citizens.

## 7. Post Hire

- a. Once an offer has been extended and accepted, the supervisor completes the Payroll Authorization Form (PAF) listing the person's name, salary, requested start date, account number to be used for payroll, and any specific terms and conditions of employment. The PAF must be signed by the supervisor, area VP, Vice President for Financial Services and Executive Vice President & CFO and delivered to the HR Office prior to processing the criminal history background check.
- b. The supervisor will schedule a new employee orientation with the Assistant Vice President for Human Resources (typically on the employee's start date).
- c. Offers of employment for staff positions will be generated by the HR Office. Offers of employment and/or contracts for faculty positions will be generated by the Office of Academic Affairs.

## 8. Background Checks/Credit Checks

Refer to Guideline 1-10 for policy on criminal history background reports/credit checks.

## 9. Drug Screening

Refer to Guideline 2-02 for detailed information on Drug-Free Workplace.

## 10. Motor-Vehicle Records Checks (MVR)

Motor-vehicle records (MVR) must be reviewed for employees working for Campus Safety & Security. Any employee who drives a university vehicle will also be required to submit to a Motor-Vehicle Record review (and will be subject to random drug screening). For information on this process, contact the Executive Assistant to the Executive Vice President & CFO.

## B. TEMPORARY REPLACEMENT OF PERMANENT EMPLOYEES

Contracting of temporary employees to substitute for employees on maternity/paternity leave or FMLA unpaid leave, may be authorized through the university Office of Human Resources.

1. The supervisor, with area Vice President's approval, will notify Human Resources that an employee is planning to take leave, the dates that the leave will begin and end, and their proposal for redistributing the employee's workload or their request to hire a temporary replacement employee.
2. In conjunction with the department involved, Human Resources will seek a temporary employee, process candidates according to normal hiring practices (see FSG 2-01, A-G) and come to an agreement with the supervisor on an acceptable temporary employee.
3. Once an employee has been chosen to work temporarily, a Payroll Authorization Form (PAF) must be completed and signed by the employee's supervisor and the Executive Vice President & CFO and returned to the Office of Human Resources. This process must be completed before the temporary employee is authorized to begin work.
4. Generally, a temporary employee will be paid \$10 per hour for 20 hours per week, for a maximum of 12 weeks. The salary will be paid from a special account and not charged to the

departmental budget.

Any exceptions to this policy must be approved in writing by the Executive Vice President & CFO. Authorized exceptions must be clearly communicated to the Office of Human Resources prior to the execution of any agreement with the temporary employee, and prior to the beginning of any work assignment.

#### C. PROMOTIONS & TRANSFERS

All employees who apply for a promotion or transfer will be given equal consideration. Assuming that an opening exists, the qualifications of candidates for a promotion or transfer will be assessed based on an individual's ability and merit. Before an employee can apply for a transfer or promotion, they must first inform their current supervisor of their interest in doing so. (Refer to FSG 3-05 for more information).

#### D. EMPLOYMENT OF RELATIVES (NEPOTISM)

It is the policy of Brenau University to prevent conflicts of interest and appearance of favoritism that results from the appointment, reappointment and/or supervision of an employee by a close relative. A close relative is an employee's spouse, domestic partner, son and daughter (including stepchild), son-in-law and daughter-in-law, parents (including stepparents), father-in-law and mother-in-law, brother and sister (including stepbrother and stepsister), brother-in-law and sister-in-law, aunt, uncle, niece, nephew, grandparent, grandchildren, great grandparent, and great grandchildren.

The basic criteria for appointment and promotion of all university faculty, staff and employees will be appropriate qualifications and performance. Relationship by family, marriage, or domestic partnership will not preclude hiring or promotion/transfer, as long as the individual meets and fulfills the appropriate appointment standards.

No university employee may approve, recommend, or otherwise take action with regard to the appointment, reappointment, promotion, salary or supervision of a close relative as defined by this policy. Employees are required to fully disclose the existence of any relationship that may create a conflict of interest at the time of employment, or that develops at any time during employment.

Notwithstanding the above, under some circumstances, exceptions to this policy that are beneficial to the University, may be made. These exceptions must be recommended to the Executive Vice President & CFO in writing by the appropriate vice president in the area where the exception is being requested. After consultation with the University President, the Executive Vice President & CFO will communicate the decision to the appropriate vice president.

#### E. HIRING OF NON-U.S. CITIZENS

Brenau University may hire a non-U.S. Citizen who meets the hiring criteria and is eligible for employment in the United States. Those needing employment-based visas must be approved by the Executive Vice President & CFO prior to employment offers.

##### 1. Temporary Non-Immigrant Work Visas:

- a. Only qualifying individuals are supported for non-immigrant work visas, (i.e. candidates/employees must hold a degree which directly relates to the work to be done).
- b. The department is responsible for paying the necessary filing fees, the anti fraud/homeland security fee, and related attorney's fees for approved employees.
- c. To begin the process, the employee (or supervisor on behalf of a candidate) will file a request with the Executive Vice President & CFO. Legal counsel will be determined by the

Executive Vice President & CFO.

2. Permanent Residency (Green Cards):
  - a. If/when the university supports a petition for permanent residency for candidates or current employees, the associated cost will be paid by the recruiting department

## F. FACULTY APPOINTMENTS

### 1. GENERAL

When vacancies or new positions occur, recommendations for these positions will originate with the Dean and Department Chair and will be presented by the Provost & VPAA to the President for consideration and approval of funding. Initial appointments will be made by the President, and are subject to approval by the Board of Trustees. The University reserves the right to make temporary or one-year, non-renewable appointments for new faculty.

### 2. CONDITIONS OF APPOINTMENTS

a. Contract Period: All full-time faculty members are employed for the nine-month academic year unless otherwise specified in their contract. If teaching or other services not covered by annual contracts are needed during the summer session, full-time faculty will have the option of providing these services. A separate contract covering this period will be issued.

b. Assignment of Duties: The specific duties of faculty members may include teaching assignments in any or all delivery platforms or combination thereof; student advisement and consultation; specified committee work; and/or such other duties as may be assigned or required by the University in writing. Typically, when extra duties are assigned, either reduction in the teaching load or financial remuneration may be provided. Full-time faculty will normally be required to teach no more than 12 semester hours or 4 class preparations per semester. Full-time faculty members and administrators who teach are limited to one 3-credit course overload at a time, or its equivalent. The appropriate Dean and the Provost & VPAA must approve any exceptions.

### 3. REAPPOINTMENT

a. General provisions: The President shall determine which faculty members shall be reappointed. The conditions of such reappointment shall be set forth in the letters of reappointment and/or such contracts as may be issued at that time.

b. Process of reappointment: Faculty members under contract for the current academic year who will be reappointed will be offered contracts specifying the terms and conditions of their reappointment for the next academic year by March 15 of the current year. Faculty receiving such contracts shall return their signed contracts or their resignations to the Provost & VPAA by March 31 of the current year. Failure on the part of a faculty member to return the contract within the above-specified time shall be construed by the University as a resignation on the part of the faculty member.

c. All employment contracts must be in writing and signed by the President or his designee.

d. Schedule of Reappointment:

- a. Assimilation Period: Faculty members under contract during the first four years of service will be employed and receive contracts for only one academic year at a time. The service years one through four shall be considered the assimilation years of service.
- b. Continuing Contract Status: Faculty ending their fourth year of service who are reappointed shall receive multiple year contracts according to the following schedule:
  1. Years one through four: one-year contracts each year
  2. Years five through seven: one three-year contract
  3. Years eight and following: successive five-year contracts

## G. RELOCATION EXPENSE REIMBURSEMENT

### 1. Eligibility

Payment and/or reimbursement of relocation and moving expenses are allowable only when expenses are included as a formal and specific component of the original written offer of employment made to the qualified applicant (the employee) and accepted by the employee in connection with employment at the university.

The university will provide relocation assistance for qualified deductible moving expenses as defined by IRS Publication 521, up to the maximum dollar amounts listed on the schedule below, for new appointments of full time faculty and full time staff at the assistant vice president level and above that must relocate their primary residence to accept employment at Brenau University.

### 2. Non-qualified and Qualified Expenses

In accordance with IRS guidelines, moving expenses will only be paid if the distance between the previous residence and the new place of work is at least 50 miles greater than the distance between the previous residence and previous place of work. If the distance test is not met, no moving expense assistance will be paid.

### 3. Relocation Expense Assistance Rates

51 - 1000 miles	Maximum assistance \$2000.00
1000 - 1500 miles	Maximum assistance \$2500.00
Over 1500 miles	Maximum assistance \$3000.00

### 4. Procedure

An employee seeking relocation assistance must complete the Relocation and Moving Expense Agreement prior to relocation. Upon completion of relocation, reimbursement for approved expenses is requested by completing a Check Request form and submission of all supporting receipts to the immediate supervisor for processing. In accordance with IRS guidelines, receipts must be submitted within 60 days of completion of the move to be considered as qualified, nontaxable moving expenses. Expenses submitted for reimbursement after 60 days will be considered taxable income. Check Request forms are available on the Human Resources forms page of the university intranet site at [https://intranet.brenau.edu/wp-login.php?redirect\\_to=/human-resources/forms-documents/](https://intranet.brenau.edu/wp-login.php?redirect_to=/human-resources/forms-documents/).

## H. FORM I-9 REGULATIONS AND REQUIREMENTS

The 1986 Immigration Reform and Control Act (IRCA) requires all U.S. employers to complete Form I-9 to document verification of identity and employment authorization of each new employee hired after November 6, 1986. Employees working at the Gainesville Historic Campus will complete Form I-9 and submit supporting identification to the Assistant Vice President during the new hire orientation meeting. Employees working at off-site locations will complete Form I-9 and submit supporting identification to the Campus Director at their site location. Employees working remotely will complete Form I-9 and take their form to a “witness” of their choice along

with supporting identification. All I-9 forms must be returned to the Gainesville Historic Campus for retention purposes.

I. **EMPLOYMENT OF MINORS**

An Employment Certificate, commonly called a Work Permit, is required for all minors who have not reached their 16th birthday (i.e. minors age 14 or 15). The Executive Vice President & CFO must give approval to hire prior to making an offer to a minor. Minors may obtain a Work Permit from the Georgia school attended or County School Superintendent. The minor completes a work permit data sheet (either online or via paper) and provides to an issuing officer. When a minor receives a job offer, he or she gives the form to the HR Office to complete. After employer completion it is given back to the minor to return to the issuing officer for final approval. Once approved, the minor returns the completed certificate to the HR Office. The HR Office will maintain a copy of the employment certificate on the premises where the work is performed for the duration of the minor's employment. More information may be found at [https://dol.georgia.gov/sites/dol.georgia.gov/files/related\\_files/document/dol4113.pdf](https://dol.georgia.gov/sites/dol.georgia.gov/files/related_files/document/dol4113.pdf).