

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 basis of race, color, religion, sex, age, national origin, disability or status as a military veteran.

THE HIRING PROCESS

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

A. 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 and then the Senior VP for Administration/CFO. Typically, the new hire's salary will be set at the same rate as the employee who vacated the position. However, should the salary need to be increased, written approval will need to be given by the Senior VP for Administration/CFO prior to posting the position via the "Request to Post a Job" form, which the supervisor completes and submits to the VP and then Senior VP for Administration/CFO for final approval. The Senior VP for Administration/CFO will review, and *if* approved, the form will be forwarded to HR for processing.

B. STARTING THE HIRING PROCESS

1. Once the position has been approved by the Senior VP for Administration/CFO, the Human Resources Office is notified via the signed "Request to Post a Job" form. The supervisor should 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).
2. Refer to 2-01 Q for information related to hiring non-U.S. citizens.

C. 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 Director of 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 Senior VP for Administration/CFO and the university President.

D. ADVERTISING

Supervisors and department chairs should 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 at <http://intranet.brenau.edu/dnn/Operations/HumanResources/HRForms/tabid/197/Default.aspx>.

Ads will be approved for content, style and must include the equal opportunity statement and the drug-free workplace statement.

1. 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 (<http://www.brenau.edu/hr/jobs.cfm>), The Chronicle for Higher Education, and HigherEdJobs.com. Professional publications and appropriate higher education employment websites may also be considered.
2. The individual or department submitting a position announcement must provide an account number under their advertising line to cover the cost of the ad.
3. The President or his designee may decide to waive advertising for a particular position.
4. ApplicantStack; Brenau’s online applicant tracking system will be used for each job posting. All postings at other sites will be forwarded back to our site in order for the applicant to complete our application, attach resume and transcripts, etc. The supervisor (or whomever the supervisor has designated) will be responsible for checking the 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.

E. INTERVIEWING APPLICANTS

1. A hiring committee is often created. Candidates should be informed of the requirement to pass the background check/credit report (at the expense of the employee; payable upon hire).
2. Computer based testing (CBT) is available for clerical staff positions (charged to the department). HR must be notified in order to set up the testing process.
3. Individuals who interview job applicants should be familiar with the requirements of an effective hiring process and the EEOC Guidelines on Employee Selection Procedures. These guidelines and other tools for interviewing are available in the Office of Human Resources and should be requested and used by the interviewer(s). The information is also attached to the “Request to Post a Job” form.
4. Each applicant who submitted application materials should 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 system to be completed.

F. SELECTION OF CANDIDATES

1. 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 Senior VP for Administration/CFO prior to extending an official offer. The Reference Record should be completed and saved to the applicant’s file in ApplicantStack. After approval from the VP and Senior VP for Administration/CFO, the direct supervisor is authorized to make an official offer.
2. Refer to 2-01 Q for information on hiring non-U.S. citizens.

G. POST HIRE

1. Once an offer has been made and accepted, the supervisor will complete the Payroll

Authorization Form (PAF) listing the person's name, salary, start date, account number to be used for payroll, and any specific terms and conditions of employment. The PAF should be signed by the supervisor, VP, and Senior VP for Administration/CFO and delivered to the HR Office prior to the start date.

2. The supervisor will schedule a new employee orientation with the Director of Human Resources (typically on the employee's start date).
3. For staff and temporary positions, an employment offer letter will be prepared and sent by the Office of Human Resources; the Office of Academic Affairs will prepare and distribute contracts to faculty.

H. CRIMINAL HISTORY BACKGROUND REPORTS

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

I. DRUG SCREENING

Refer to Guideline 1-08 for detailed information on Drug-Free Workplace.

J. MOTOR-VEHICLE CITATIONS RECORDS

Motor-vehicle citation records will be reviewed for employees working for Maintenance and 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 how to obtain information for this review, contact the Executive Assistant to the Senior VP for Administration/CFO.

K. TEMPORARY REPLACEMENT OF PERMANENT EMPLOYEES

Brenau University instituted a generous maternity/paternity leave policy in May 2006 (Refer to FSG 3-03 G). Additionally, an employee may be granted temporary unpaid leave under the provisions of the Family & Medical Leave Act (FMLA). This policy was instituted to control and contain the impact of such leaves on departmental and general university budgets and provide for consistent administration of general hiring practices.

Contracting of temporary employees to substitute for Brenau employees exercising their option of maternity/paternity leave or FMLA unpaid leave, may be authorized through the university Office of Human Resources in conjunction with appropriate departmental personnel under the following conditions:

1. The supervisor or area Vice President 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. If the departmental decision is made to hire a temporary employee, the supervisor must complete the "*Request to Post a Job Form*," clearly stating the requested salary for the temporary employee. If the permanent employee is requesting maternity/paternity leave, the salary for a temporary employee has been prescribed (see 5 below). Under no circumstances should the salary requested for a temporary employee exceed that currently paid to the permanent employee. Once the request for a temporary employee and the pay rate has been approved by the Senior VP for Administration/CFO, the Office of Human Resources will post notice of a temporary position opening either by using a staffing agency or other publications.
3. 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.

4. 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 Senior VP for Administration/CFO and returned to the Office of Human Resources. This process must be completed before the temporary employee is authorized to begin work.
5. A temporary employee hired to replace a permanent employee on maternity/paternity leave 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. Salary for a temporary employee hired in any other circumstance (such as FMLA or other unpaid leave), must be approved in writing by the Senior VP for Administration/CFO prior to the execution of any agreement between a temporary employee and any university official. The salary for a temporary employee will be charged to the appropriate departmental budget.

Any exceptions to this policy must be approved in writing by the Senior VP for Administration/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.

L. PROMOTIONS AND 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).

M. EMPLOYMENT OF RELATIVES (NEPOTISM)

In general, employees should not be assigned to positions in which there exists a conflict of interest with family members. Under some circumstances, however, exceptions to this policy, which are beneficial to the University, may be made. These exceptions must be recommended to the Senior VP for Administration/CFO in writing by the appropriate vice president in the area where the exception is being requested. After consultation with the President of the University, the Senior VP for Administration/CFO will communicate the decision to the appropriate vice president.

N. PERSONNEL POLICIES

All other personnel policies and practices of the organization, including compensation, benefits, corrective action, safety and health programs, as well as social and recreational activities, will be administered and conducted without regard to any individual's race, color, religion, sex, age, national origin, disability, or status as a military veteran.

O. WORKPLACE

Brenau will make a reasonable effort to ensure that each employee's work environment is free of unlawful discrimination or harassment based on race, color, religion, sex, age, national origin, disability, or status as a military veteran.

P. COMMITMENT

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 Director of Human Resources to the President.

Q. 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 Senior VP for Administration/CFO prior to employment offers.

1. Temporary H1B Visas:
 - a. Only qualifying individuals are supported for H1B Visas, (i.e. candidates/employees must hold a degree which directly relates to the work to be done).
 - b. The university pays 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 Senior VP for Administration/CFO. Legal counsel will be determined by the Senior VP for Administration/CFO.
2. Permanent Residency (Green Cards):
 - a. The university typically does not support a petition for permanent residency for candidates or current employees.