


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

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| Policy Number:  | Supersedes Policy Number:       |
| 5:022   | 5:022                           |
| Date:   | Dated:                          |
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| Subject:  |                                 |
| Employment Procedures   |                                 |
| Initiating Authority:   | TBR Policy/Guideline Reference: |
| Vice President for<br>Finance and Administration  | P-010                           |
| Approved:   |                                 |
|  President |                                 |

### Responsibility and Authority

The final responsibility and authority for employment of personnel resides with the President. As a matter of practice, advertising for employment for all positions other than faculty will be done by the Payroll/Personnel Office, hereafter referred to as "Personnel." The following procedures pertain to employment of all persons except faculty unless faculty are specifically mentioned.

### Permanent Employment

Permanent employment is defined as a regular employee who will be working for the university on a full or part-time basis for a period exceeding six months. A position must be formally approved before an applicant can be hired for any permanent position.

The first step in the hiring process is to prepare an APSU Personnel Request Form. All entries on the form must be completed. The effective date for the position to be filled must allow a minimum of two weeks from the date the form is received in the Personnel Office until the position is filled. For professional or administrative positions, a minimum of five weeks is required. Salary for classified (clerical and support) positions will be established based upon the probationary semi-monthly rate specified in the APSU Skill Level Chart.

Exceptions can be made for current employees moving to a new position or other unusual circumstances; however, a salary exceeding the probationary rate must be justified to and approved

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by the President. Salaries for professional and administrative positions will be recommended by the requesting department. The Personnel Office will closely monitor these salaries to ensure they are consistent with other employees performing similar duties with similar responsibility. Final approval of salary amounts is made by the President and generally will not exceed the amount budgeted for the position.

After the Personnel Request Form has been completed, the supervisor will review the current job description for the position. After any changes have been made, it will be attached to the Personnel Request Form. Both documents will then be forwarded through the appropriate Dean, Director, or Manager to the Senior Administrator for approval and signature. After approval, the request will then be sent through the Budget Director in the Department of Finance and Administration to the Personnel Office for final processing.

#### Temporary Employment

Temporary employment is defined as an employee who will be working for the university on a full-time or part-time basis for a period which does not exceed six consecutive months.

- A. **Employment for Two Months or Less.** Temporary employment for two months or less will be requested using the Temporary Help Pay Authorization Form (available in the Personnel Office). Because positions of this type are of short duration, advertisement of the vacancy is not required. Departments may select an individual to be hired who meets all qualifications for the position. In the event the department cannot identify a qualified individual, the Personnel Office will either provide a list of qualified personnel from previous applicants or advertise the position.
- B. **Employment for Two to Six Months.** Temporary employment of two to six months duration will be requested using the Personnel Request Form. Procedures specified for completion of the form for permanent employment are also applicable for temporary employment under these conditions.
- C. **Employment less than Fifteen Hours per Week.** Temporary employment on an as needed basis not to exceed fifteen hours per week will be requested using the Temporary Help Pay Authorization Form. Length of employment under these conditions will normally be for one academic semester or during the summer. Selection procedures outlined in paragraph A above apply to temporary employment under these conditions.

Unless an exception has been granted by the President, temporary employees will be paid at a rate which does not exceed the rate paid to permanent employees with similar duties and responsibilities. For classified employees, the maximum rate of pay will be the probationary rate specified in the APSU Skill Level Chart.

Temporary employees will not be employed longer than six consecutive months. After a 30-day break in employment has occurred, the employee may be rehired if necessary using normal employment procedures.

#### Emergency Hires

On occasion, there may be a requirement to fill a permanent position quickly because of previously scheduled activities or a demanding workload. When these situations occur, the position may be filled on an emergency basis without going through the advertising process. Emergency hires can extend no longer than one year. At the end of the year or sooner if desired, the position must be advertised in order to fill it on a permanent basis. Requests for emergency hire will be submitted using the Personnel Request Form and be plainly marked that the request is for an emergency hire. Justification for the emergency hire will be documented on a separate sheet and attached to the Personnel Request Form upon submission. The justification must clearly outline the reason an emergency hire is necessary and explain any delays from the time the vacancy was identified until submission of the request. The President will be the final approval on all emergency hire requests.

#### Hiring of Classified Employees for Temporary Positions

Permanent classified employees of APSU may be considered for temporary positions in addition to their normal duties. The position must be of limited duration and not interfere with normal duties of the employee's regular position, including overtime hours. If the temporary work is voluntary, is not related to their normal job, and occurs on an occasional or sporadic basis, the additional hours do not count towards overtime for the employee. If these conditions do not exist, hours worked in the temporary position do count towards overtime. Hours in excess of 40 per week (including normal duties) under these conditions must be paid at an adjusted rate. Departments who wish to employ a permanent classified employee in a temporary position must first coordinate with the Personnel Office to determine if additional payment is required and the appropriate rate of pay. Classified employees must obtain approval from their current supervisor before accepting employment in a temporary position.

### Student Employment

Employment of student workers under General Campus or College Work Study Program (CWSP) is coordinated through the Office of Student Financial Aid. Questions on procedures for these programs should be referred to that office.

Students may be employed in temporary positions through the Personnel Office even if employed as a student worker in General Campus or CWSP. Authorization for students to work in these positions is subject to approval of the Office of Student Financial Aid. Students working in General Campus or CWSP are not eligible for employment in permanent positions; however, students not employed in either program are eligible. These appointments are subject to approval by the Office of Student Financial Aid.

### Funding

Prior to hiring a new employee, sufficient funds must be allocated to pay the employee's salary. For permanent employees, funds must be budgeted in the employee's permanent position. In addition, expenses associated with employee benefits must also be budgeted. For temporary positions, funds to pay salary must be budgeted in group positions corresponding to the following object codes:

- 1360 - Classified Position (Non-APSU employee)
- 1361 - Classified Position (APSU employee)
- 1160 - Administrative/Professional Position (Non-APSU employee)
- 1161 - Administrative/Professional Position (APSU employee)

Budget Request Forms transferring funds should be submitted by the department at the same time the hire request is submitted.

### Preparation of Advertisements and Job Descriptions

The originating office or search committee will prepare an advertisement for the vacant position to be placed with the local Employment Security Office and/or in the appropriate newspaper (Chronicle of Higher Education, Nashville Tennessean, Leaf Chronicle and/or professional publications). A more detailed description of the position should also be developed for use as a flier to be included with the APSU Application for Employment Form for those persons requesting information about the vacant position. The detailed description should include the title of the position, whether regular or temporary, full or part-time, experience and education required, salary range, closing date, termination date (if funded by grant or to be filled for only a specified period of time), description of the specific job duties, and knowledge and abilities. The advertisement and

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detailed description should accompany the Personnel Request Form. The Personnel Office will review the contents of the advertisement and detailed description and will stamp the EEO statement on each: "Austin Peay State University an Equal Opportunity Employer." Each announcement will also include the statement: "Minorities, women, and members of other protected groups are encouraged to apply," and will list materials to be submitted with the application form, such as, letter of interest, resume, letters of recommendation, and transcript (if applicable).

#### Placing of Advertisement

Personnel will prepare the purchase requisitions for placing approved position announcements in the appropriate publications (if applicable for the position). For example, if an announcement is placed in a national newspaper, such as the Chronicle of Higher Education, the announcement ordinarily will not be placed in other publications. When an administrative/professional announcement is placed in the Nashville papers, it will also be placed in the Leaf Chronicle. All vacant positions will also be listed with the local Employment Security Office, and announcements will be circulated throughout the campus. Clerical/support positions are not normally advertised in newspapers, but will be if the hiring department can justify such a request.

Announcements of financial positions will be placed in appropriate newspapers and sent to the State Comptroller's Office and the Tennessee Board of Regents.

The Personnel Office will pay for only those published advertisements which it has placed, provided its funds have not been exhausted. Departments that desire advertisements on a large scale (display ads, etc.) or request a subsequent advertisement will pay for these additional services out of department funds.

#### Time Allowed for Advertising

All administrative/professional positions ordinarily will be advertised in the appropriate publication one day only to cut down on cost. The search for administrative/professional positions will be open for a minimum of three weeks from the date of the announcement, and clerical/support positions open for a minimum of five days from the date of the announcement.

#### Special Recruiting Efforts

A plan has been established by the Tennessee Board of Regents to attract other-race (Black) candidates for faculty and administrative positions. This plan is detailed in TBR Guideline P-010.

The following procedures are required in filling all faculty positions and administrative positions as defined in the guideline.

- A. Criteria for selection and an appropriate position description must be employed in disseminating information concerning the vacancy;
- B. Advertisement of the position in national, regional, and/or disciplinary publications with other-race constituencies is required for all faculty and upper level administrative positions;
- C. Solicitation of nominations from institutions, groups, and/or individuals likely to generate other-race applicants is mandatory;
- D. Providing of documented evidence that direct contact has been made with qualified other-race applicants who may apply is mandatory;
- E. Assurance by the affirmative action officer that an approved process has been followed and that qualified other-race applicants have been contacted and fully considered is mandatory; and
- F. Requesting applicants to identify their race is similarly mandatory.

In addition to complying with the requirements cited above, other actions may be required when hiring faculty and administrative/professional employees defined in the TBR Guideline P-010. Supervisors should contact the Affirmative Action Officer before beginning any search for new employees in these categories.

For administrative/professional positions, Personnel routinely sends letters soliciting nominations to TBR institutions and historically Black colleges and universities in the southeast. Announcements can be sent to other schools if a list is provided by the hiring department.

All applicants, including those for faculty positions, must be encouraged to identify themselves as to race, sex, handicap, veteran status, national origin, by completing a self-identification form provided them by Personnel or, in the case of faculty, by the department or search committee. This form must be returned by the applicant to Personnel.

#### Who May Be Considered An Applicant

- A. Persons who have completed the application form and who have submitted it and any other required paperwork, such as resumes, letters of recommendations, transcripts,

before the deadline stated in the advertisement.

- B. Persons who have an active application on file in Personnel and who request that their application be considered for a specific vacant position. These persons may come by Personnel on or before the deadline and sign the Applicant Data Form or they may mail their request to Personnel on or before the deadline. They must be sure that their application materials on file include all documents requested in the advertisement.
- C. Only those persons applying for a vacant position. No unsolicited applications will be accepted.

Applications will remain active until the end of the fiscal year. Once an application becomes inactive the applicant must complete a new application.

### Testing

Any testing of applicants, such as for secretarial skills, must be conducted by the Employment Security Office, which is equipped to administer tests which have been validated as nondiscriminatory. It will be the applicants' responsibility to contact that office to set up an appointment to take such test(s) before the closing date of the announcement; otherwise, they cannot be considered for the position.

### Distribution and Receipt of Applications

The Personnel Office will distribute blank Application for Employment Forms and flier information to any party expressing interest in the open position and will be the receiving office for all applications and materials for employment.

Once the application deadline has passed and appropriate paperwork has been processed, Personnel will forward all applications and other required paperwork with a copy of the Applicant Rejection Form, Reference Checks Form, and Interview Notes Form to the search committee or other person(s) conducting the selection process. For administrative/professional positions, an Affirmative Action Review form will also be sent. For all positions a preemployment inquiry guide will be included.

### Search Committees

For faculty and administrative/professional positions search committees which include women and other-race members (see Special Recruiting Efforts, I) are recommended. Clerical/support positions do not require the assistance of a search committee.

### Affirmative Action Audit

The AA Director will review applications for all positions except faculty to assure that qualified applicants who are members of protected groups receive proper consideration in the selection process and are not discriminated against in any way. Should there be an inadequate representation of minority and female applicants, it may be necessary to reopen the search or extend the deadline for applications.

For faculty and administrative/professional positions the director will notify the chair of the selection committee of any other-race applicants so that direct contact can be made as stipulated in TBR Guideline P-010. For other positions the director will encourage those in charge of the selection process to interview qualified applicants who are members of protected groups and may ask for additional information on the reasons for selection if it appears that a woman or minority applicant has equal or better qualifications than the applicant recommended for hire.

At the completion of the selection process for faculty and administrative/professional positions, the chair of the selection committee or the selecting official must complete an Affirmative Action Review Form and submit it with the application materials of the successful candidate to the appropriate administrative officer, who will forward the material to the AA Director for verification that an approved process has been followed (see Special Recruiting Efforts, E). For administrative/professional positions the material must also include the Applicant Rejection Form and the Reference Check and Interview Notes Forms. For other positions, applications, Reference Check and Interview Notes Forms, and the Applicant Rejection Form are returned to Personnel with the recommendation.

A recommendation to hire will not be sent to the President for approval until all the appropriate paperwork has been completed and has been reviewed by the AA Director.

### Evaluation of Applicants

The search committee, administrative officer, director, or other individual reviewing applications shall evaluate the applicants according to the requirements listed in the position announcement.

### Interview Process

The chair of the search committee, administrative officer or other interviewer will notify Personnel of the names of applicants to be interviewed and dates and times for scheduling appointments with them. Personnel will arrange interview times



with the applicants chosen. The preemployment inquiry guide should be reviewed by persons conducting interviews, and the Interview Notes Form must be used. Before an applicant can be recommended for employment the department must conduct reference checks. Three references are normally required. One reference must be the applicant's most recent employer. Once the interview process has been completed and the search committee, administrative office, etc., has made a decision as to who will be recommended to the President for hire, the department must complete the Applicant Rejection Form. Each applicant will be coded with the most appropriate statement. The form will be returned with the applications, Reference Check Forms, and Interview Notes Forms to Personnel. For administrative/professional positions the AA Review Form must also accompany the recommendation. The AA Director will review all material to assure that proper AA procedures have been followed and that all applicants have been treated fairly in the selection process.

### Employment Process

Personnel will prepare three copies of the Notice of Appointment and Agreement of Employment (NAAE), which with the Personnel Request Form, application materials of the successful candidate, and the AA Review Form (where appropriate) will be forwarded to the President, who makes the final hiring decision. The President will not sign an NAAE unless all the material, with forms properly executed and signed, accompany the recommendation to hire. After the President signs the NAAE letter, it is returned to Personnel. Until the President signs the NAAE, the employment process is not complete: no commitment may be made to applicants recommended for hire and they may not start work until after the NAAE is signed. Personnel will notify the successful applicants that they have been recommended for hire and coordinate a start date with the candidate and the department. Prior to reporting to work, new employees should stop by Personnel to sign their NAAE. If it is not convenient for the applicant to come by Personnel to sign the NAAE, the copies will be mailed to the applicant for his/her signature. The applicant will keep one copy and return two copies to the Personnel Office at which time a copy will be sent to the department filling the position.

Prior to or on the first day of work, the employee must report to the Personnel Office to complete employment forms. The employee must present original copies of documentation required by Immigration Reform and Control Act of 1986. The most common forms of documentation used for verification are the Social Security Card and a State Driver's License. In the event the employee does not have either of these documents, other documentation specified in APSU Policy 5:033 may be substituted. If an employee does not present an original or copy of his/her social security card, he/she will be required to provide a written statement certifying his/her correct social security number.

Failure to provide required documents or verify social security number will result in a delayed starting date for the employee.