

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 5:022	Supersedes Policy Number: 5:022
Date: February 24, 2009	Dated: February 8, 2006
Subject: Personnel Policy	Mandatory Review Date: February 24, 2014
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: P-010, <u>5:01:00:00</u> , <u>4:03:03:00</u>
Approved:	President: Signature on File

This policy incorporates the guidelines and procedures delineated in TBR policy http://www.tbr.edu/policies_guidelines/personnel_policies/5-01-00-00.htm

In addition, Austin Peay State University follows these provisions in relation to employment:

Responsibility and Authority

The final responsibility and authority for the establishment of new positions and employment of personnel resides with the President (or as maybe delegated to the vice presidents and other university officials as the President designates). As a matter of practice, advertising for employment for all positions other than faculty will be done by the Office of Human Resources. The following provisions pertain to employment of all persons except faculty unless faculty are specifically mentioned.

The President is authorized to approve exceptions to the provisions of this policy when necessary to ensure completion of goals and objectives of the University.

Position Establishment

Any individual holding a position of budget authority and responsibility such as a vice president, dean, director, department head, or supervisor may initiate a request for the establishment of a new position. If the request is disapproved by the division head, it will not be submitted to the President for further consideration.

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 twelve (12) months. A new position must be approved by the Tennessee Board of Regents (TBR) before an applicant can be hired for any permanent position.

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 twelve (12) consecutive months.

Unless an exception has been granted by the President or his designee, 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 low rate specified in the "APSU Skill Level Chart," or such other document as may be then approved for use by the university by the Tennessee Board of Regents. For professional/administrative positions, the maximum rate of pay will be the low rate established in the salary compensation plan (as approved for use by the university by the Tennessee Board of Regents) for the position.

Temporary employees will not be employed longer than twelve (12) consecutive months. After a fourteen (14) day break in employment has occurred, the employee may be rehired if necessary using normal employment procedures.

Promotions, Demotions, and Transfers

Promotions, demotions, or transfers of personnel from within the institution or of personnel from other institutions/schools within the TBR System can be used to fill an existing permanent position that is currently vacant. In order to use one of these methods the employee must meet all requirements for the new position. As these are non-competitive actions, they can be approved only within the parameters of the institution's Affirmative Action Plan and must be reviewed and certified by the Director of Affirmative Action. An exception to the above will be allowed if the promotion, demotion, or transfer will assist the institution in meeting its goals for a given category of employment. In addition, any vacant position created by that promotion must be filled within the provisions of this Policy and applicable guidelines.

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 via PeopleAdmin as a Request to Fill an Existing Position (or such other mechanism as may be currently designated for use by the Office of Human Resources) and plainly notating that the request is for an emergency hire. Justification for the emergency hire will be documented 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.

Student Employment

Any student working on campus will be employed under the College Work-Study Program (CWSP) or the General Campus Work Program (GCWP). The Student Financial Aid Office assigns students working under CWSP and the Office of Human Resources assigns student employment under GCWP.

General Campus workers may not be hired by a department if the department does not have a General Campus position budgeted. If a department needs to employ unbudgeted workers, they must first complete the budget revision process to transfer the needed funds.

The process to hire CWSP can be found at <http://www.apsu.edu/financialaid/FWS.htm>

The process to hire GCWP can be found at <http://www.apsu.edu/human-resources/student-workers>

Affirmative Action Review

The Director of Affirmative Action will review applications for all positions 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. Prior to interviewing applicants, the list of persons to be interviewed will be provided to the Office of Human Resources and Affirmative Action. The Director of Affirmative Action will approve those applicants to be interviewed and may discuss with the supervisor or search committee other applicants who are strong candidates in protected groups who were not previously selected to interview.

At the completion of the selection process for faculty, administrative/professional, and clerical positions, the hiring manager will attach via PeopleAdmin (or such other mechanism as may be currently designated for use by the Office of Human Resources), the Interview Note Forms and Credential Evaluation Form for all interviewed applicants, and the Reference Check Forms for the selected applicant. Please refer to the PeopleAdmin User Manual at <http://www.apsu.edu/hrhomepage/PeopleAdmin.htm> for detailed instructions.

A recommendation to hire (Hiring Proposal) will not be sent to the appropriate hiring authority until all the appropriate paperwork has been completed and has been reviewed by the Office of Human Resources and the Office of Affirmative Action.

Background Check Process

Austin Peay State University requires job-related background information of final candidates (including students) for specified positions and employees (including students) who are appointed (including but not limited to hired, promoted, reclassified, or transferred) into specified positions. This process is necessary to ensure that individuals are selected who possess

the qualifications to perform the duties of the position most effectively and who are best able to serve the University. Background checks may include but will not be limited to the confirmation of an individual's identity, review of an individual's criminal conviction record, if any, or verification of any license, certificate or degree required for appointment. The President (or such other university officials as the President may delegate) shall designate positions requiring background checks within the institution.

Appointment to or continued employment in a critical position is contingent upon successful completion of a background check. Students being considered for internships, assistantships, work-study, and/or regular employment in specified positions, are also subject to this requirement. Any appropriate background check is completed prior to appointing a person to a critical position. Should a check be initiated after employment has begun, the results shall be used to assess the employee's suitability for continued University employment.

Prior to beginning regular employment, all individuals are subject to an agency background check. Employment contracts should state that employment is conditioned on a satisfactory background check. The offer of a regular position is conditional upon the candidate's successful completion of the agency background check. Whenever an offer is made in writing, this conditional statement must be included. The Office of Human Resources will determine and maintain the list of what types of checks will be required based upon responsibilities of the position. Examples of positions (including those held by students as internships, assistantships, work-study and/or regular employment) which may require multiple types of checks include but are not limited to: positions with access to master keys, positions with direct access to/or responsibility for the institution's financial, payroll/ personnel, and or purchasing systems, positions with responsibility for operation of TBR vehicles, child care positions, campus security, and law enforcement positions, positions working in residence halls, positions which require a professional license, the absence of which could expose the institution to legal liability and/or adverse public reaction, internal auditor positions, and dispatchers.

The Office of Public Safety faxes or sends via software the "agency background check request" to the background check agency. The background check agency will normally respond within 24 to 48 hours of receipt of the form. The Office of Human Resources will notify the hiring department of the job-related results.

Detention and/or arrest without conviction do not constitute valid grounds for employment decisions and cannot play a part in the decision-making process. Only criminal convictions will be considered in determining an applicant's suitability for employment. In determining an applicant's suitability for employment where the applicant has criminal convictions on his/her record, consideration will be given to the specific duties of the position, the number of offenses and circumstances of each, the age of the conviction(s), and the accuracy of the explanation on the application.

In all instances where information is obtained that would disqualify the candidate for hire, the Office of Human Resources will discuss the information with the Vice President for Legal Affairs and Strategic Planning to ensure the decision not to hire is fair and legal based upon the information. The Fair Credit Reporting Act (FCRA) provides that written notice and the name of

the background check agency be given to individuals when employment is denied based upon information received from the reporting agency.

The agency conducting the check will charge a fee for each check that is conducted. The fee will automatically be charged to the department or office that is hiring the position.

The Office of Human Resources will serve as the custodian of the records for background check results. Results on individuals who become employees should be kept in the employee's personnel file. Background checks on individuals who do not begin employment should be kept with the search material.

Moving Expenses

Moving expenses may be authorized and paid when it is considered in the best interest of the institution and when such expenses are negotiated as part of the employment agreement and in accordance with TBR Policy No. 4:03:03:00, General Travel. In addition, the following restrictions shall also apply:

- Authorization and payment of moving expenses shall be limited to direct reports to the president and vice presidents and those positions requiring TBR approval which are listed in TBR Policy No. 5:01:00:00, General Personnel.
- Maximum reimbursement for moving expenses (when authorized) shall be limited to that amount designated by the most recently approved version of Tennessee Board of Regents Form A-2 for in-state and out-of-state moves respectively.

Any exceptions require approval by the president.