CDU Policy I.E.00490 Recruitment and Employment

ISSUING OFFICER: Director of Human Resources

RESPONSIBLE OFFICE: Department of Human Resources

EFFECTIVE DATE: September 1, 2004

REVISED DATE: October 29, 2010

SUPERSEDES: CDU Policy I.E.00490, dated September 1, 2004

POLICY I.E.00490 Recruitment and Employment

As appropriate, Charles R. Drew University will recruit both within and outside its workforce to obtain qualified applicants. To support career progress of qualified internal candidates, internal recruitment may be utilized so long as it is consistent with equal employment and affirmative action objectives and results in a diverse pool of qualified applicants.

All staff positions must be posted in order to provide a consistent approach to recruiting, selection and eventual hiring of qualified applicants, and to assure equal employment opportunities. Departments may not recruit or advertise for a position until that position has been posted. This policy does not apply to a position which is being reclassified because the incumbent has assumed additional responsibilities. Reclassification requires approval of the appropriate dean or administrator and review and approval of OSP, Finance, and the Department of Human Resources. Questions regarding job posting procedures should be directed to the Department of Human Resources at 323-563-5827.

All staff positions must be advertised in such a way that qualified individuals have an opportunity to apply. All staff position openings must be listed in the “Employment Opportunities” website, which serves as the official posting site for the University.

Departments wishing to place advertisements in any external publication (e.g., newspaper, journal, magazine, Website, etc.) must make arrangement to do so with the Department of Human Resources and are responsible for paying for the advertisement. Before a position can be advertised, it must be posted. Departments should display job posting notices prominently so that all qualified employees are aware of position openings.

A. EMPLOYMENT AT WILL

With the exception of employees holding faculty appointments, all employees of Charles R. Drew University are employed on an “at will” basis. This means employees have the right to terminate their employment at any time, for any reason, and CDU can also terminate their employment at any time with or without cause and with or without notice. This Manual does not constitute a contract between the University and the employee. All policy statements,
procedures, manuals or documents as well as statements by an employee or representative shall not in any way modify this at will status.

B. NON-DISCRIMINATION

It is the policy of Charles R. Drew University not to engage in discrimination or harassment against any person employed by or seeking employment with the Charles R. Drew University on the basis of race, color, national origin, religion, sex, gender identity, pregnancy\(^1\), physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994)\(^2\) This policy is intended to be consistent with the provisions of applicable State and Federal laws and University policies.

C. INTERNAL APPLICANTS

The University encourages qualified employees to apply for positions as they become available. Those involved in recruiting are encouraged to consider University employees as well as external applicants from the job market.

D. AVOIDANCE OF FAVORITISM

Consistent with Charles R. Drew’s policy on equal employment opportunity and non-discrimination in employment, the employment of near relatives in the same department shall be permitted when concurrent employment would be in the best interest of the University, however, such employment relationships are strongly discouraged and should be avoided.

For the purpose of this policy, a “near relative” is defined as a spouse, domestic partner, parent, child (including the child of a domestic partner), or siblings. In-laws and step-relatives in the relationships listed, including relatives of the domestic partner who would be covered if the domestic partner were the employee’s spouse, are also defined as near relatives.

PROCEDURE LE.00490 Recruitment and Employment

A. RECRUITMENT

An approved Staffing Requisition form authorizes the hiring department to begin recruitment. Following is an outline of the University recruitment and hiring process.

1. **Authorizations** - The hiring supervisor submits a Staffing Requisition Form along with an updated job description to the Department of Human Resources. The Staffing Requisition is reviewed for accuracy and completeness (job title, job status, salary grade, salary range, account number, signatures, etc.) The job description is reviewed for edit changes. For new positions or changes to an existing positions that impact title and/or grade, the hiring supervisor should contact the Department of Human Resources for preparation or modification of the job description, classification and grade.
2. **After the Staffing Requisition is reviewed by the Department of Human Resources,** a recruitment number is assigned to the Staffing Requisition and forward to OSP and/or the Finance Department for approval. Recruitment can only begin after the approved Staffing Requisition form is returned to the Department of Human Resources for job posting.

3. **Job Posting and Selection** – the Department of Human Resources meets with the hiring supervisor to discuss recruitment strategies and processes including advertising options. New job openings are posted with in 48 hours of receipt of approved Staffing Requisition from Finance on the CDU website, and any other sites approved by the hiring supervisor. Positions should be posted for a minimum of 10 days. All resumes and applications must first come to the Department of Human Resources for record. The resumes/applications with attached comments sheets are forwarded to the hiring supervisor for review.

4. **The hiring supervisor reviews applications/resumes** and contacts the most qualified candidates for interviews. Candidates are asked to complete an employment application on the date of interview. During the interview the candidate is asked questions related to his or her knowledge, skills, abilities, and experience. The hiring supervisor completes a comment sheet for each applicant interviewed and returns the form, resume and application to the Department of Human Resources. The hiring supervisor makes a selection after the interview process. Once the selection is made, the hiring supervisor notifies the Department of Human Resources and returns the applications/resumes and comment sheets of those interviewed to the Department of Human Resources.

5. **Background Investigations** - the Department of Human Resources reviews the application/resume of the selected candidate to verify qualifications for the position. The final candidate is advised of the background investigation process by the Department of Human Resources. The investigation includes employment and salary verification, reference checks, education verification, and criminal history.

6. **Offer of Employment** – While the background check is in process, a salary recommendation is prepared by the Department of Human Resources, taking into consideration the experience and qualifications of the candidate, the approved hiring range, and equity within the salary grade and department. The salary recommendation is then discussed with the hiring supervisor.

7. **If the results of background investigation are favorable,** and a salary is agreed upon, an offer of employment is made. An offer of employment may only be made by the Department of Human Resources. Following acceptance of the verbal offer, the Department of Human Resources advises the employee of a start date, new employee orientation, pre-employment physical schedule, and other requirements. The hiring supervisor is notified, and a written offer of employment is prepared by the Department of Human Resources.
8. The new employee is invited to an orientation session. During the orientation, the employee receives an overview of University history, organizational structure, policies, procedures, benefits program, and completes required documentation.

9. Closing the Recruitment – Once an offer of employment has been accepted, the hiring supervisor must return the application, resumes, comment sheets, and all other documents related to the recruitment to the Department of Human Resources. According to Employment Law regarding Retention of Records, these documents must be retained by the University in the Department of Human Resources as the Custodian of Records for a specified period of time.

B. TEMPORARY EMPLOYEES

1. All temporary employees must be secured through the Department of Human Resources. Temporary employees are obtained through staffing agencies, by referral, or from the applicant pool in the Department of Human Resources.

2. To request a temporary agency worker, the requesting department must complete a Request for Temporary Services form, secure the signature of the Department Head or Principal Investigator, and submit the form to the Department of Human Resources.

3. Temporary employees not obtained from an agency are paid through the University payroll. Please contact the Department of Human Resources for additional information at 323-563-5827.

C. VOLUNTEERS

Federal and state guidelines allow for volunteering only in specified work environments, limiting the scope of work that can be performed on a volunteer basis. Since the University does not meet federal and state guidelines for those services, volunteering is strictly prohibited by the University. Individuals performing services for the University must be paid for services in accordance with wage and hour laws and in accordance with the University’s salary compensation structure. For additional information, please contact the Department of Human Resources and 323-563-5827.

D. EXCEPTIONS TO RECRUITMENT

Recruitment is not required when a position is to be filled by:

1. Demotion;
2. Transfer or reemployment of an employee in accordance with CDU – APM I.E.00340 (Reasonable Accommodation; CDU – APM I.E.00760 Medical Separation; CDU – APM I.E.00680 Pregnancy Disability Leave; or CDU – APM I.E.00680 Family and Medical Leave);
3. A qualified employee who has become disabled;
4. An employee whose responsibilities or title have changed as a result of a reorganization or reassignment of functions among positions within the same organizational unit; or
E. **WAIVER OF RECRUITMENT**

Departments may waive recruitment in special circumstances in accordance with equal opportunity and affirmative action objectives. Waivers of recruitment are approved by the Director of Human Resources in consultation with Legal Counsel. Special circumstances may include:

1. When a candidate possesses unique skills, knowledge, and abilities and there is no other viable candidate available;
2. When there are demonstrated recruitment difficulties;
3. When there are time or funding constraints, or other demonstrated business necessity;
4. When there are health and safety reasons.

Applicability: All Staff and Faculty Members