

SECTION: Personnel

SUBJECT: Recruiting / Hiring Policy

Background The purpose of this policy is to describe LCSC's hiring policy

Point of Contact: HRS

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:

President's Office, Academic Affairs, Administrative Services

Date of approval by LCSC authority 3/13/09

Date of State Board Approval N/A

Date of Most Recent Review: October, 2008

Summary of Major Changes incorporated in this revision to the policy: The procedure for hiring classified staff has been included to reflect current practice; Recruitment expense rules have been added; Affirmative Action steps have been included as well as the current background check process.

SUBJECT: RECRUITING/HIRING

Policy Statement: Recruiting and hiring for any position at Lewis-Clark State College shall be completed without regard to race, color, religion, marital status, national origin, sex, age, disability or sexual orientation. Veterans will be given preference in accordance with applicable state and federal laws and regulations.

CAUTION: Prior to making an offer to a potential employee, 1) consult with HRS and 2) obtain approval through the supervisory chain up to the applicable VP and/or President for Direct Reporting Units (DRUs)

1. **Classified Positions** (for Exempt positions, see 3.A.)
 - A. All classified staff shall be hired in accordance with guidelines set forth in the Consolidated Statutes of the Idaho State Personnel Commission
<http://adm.idaho.gov/adminrules/rules/idapa15/0401.pdf>
 - B. If this is a new position, complete a New Position Approval Form
<http://www.lcsc.edu/humanresources/forms/NewPositionApprovalForm.pdf>
and a Position Description Questionnaire (PDQ)
<http://www.lcsc.edu/humanresources/forms/pdq.pdf> and submit up the supervisory chain to the applicable Vice President (or President for DRUs). After approval by the Vice President and/or President, the PDQ will be submitted to the Idaho Division of Human Resources (DHR) and must be approved by DHR before an interview can

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take place. HRS will notify the supervisor when the PDQ is approved by DHR.

C. Hiring Process (Classified Staff)

LCSC encourages professional development of its employees, facilitating internal hires when practical.

(1) **Internal Hire:** In most instances, an internal job advertisement will be posted on the HRS web page and the Intranet for at least one week. The department supervisor will need to notify HRS of the vacancy to be posted internally. In addition, HRS will send a campus email to all LCSC classified staff members to notify them of the open position. This provides an opportunity for internal candidates who wish to move to another job with the same position classification to apply (e.g., Administrative Assistant 1 to another Administrative Assistant 1). Ordinarily, a resume and references will suffice. If an existing LCSC classified staff member wants to transfer to another position classification (i.e., promotion with different pay grade), OR change to another position classification (i.e., lateral move with same pay grade), that classified staff member is required to apply for placement on the state register for that particular position classification (see (2) below).

a) **Lateral Transfer:** When an employee applies and is selected to another position in the same pay grade this may result in a pay increase. Deviations from this policy must be approved by the appropriate Dean and/or Vice President, but may not be higher than 10% above their current hourly wage.

b) **Promotion:** To take into account experience, compression and market factors, when a classified employee applies and is selected to a position in a higher pay grade, LCSC's goal is for the employee to be hired at 85% of the median of the new pay grade or 10% of their current hourly rate whichever is greater. However, supervisors must consider and compare the hourly rates of other employees in the same pay grade. Contact Human Resource Services for the current average of hourly wages for that specific pay grade before making recommendations on new hourly pay rates.

(2) **External Hire:** Once a classified position is posted on the DHR web site, all individuals interested in the position must qualify for the position. All candidates must first apply through the DHR system. Once the exam process is complete and scored, the individual will be placed on the state register. Directions for the application process can be found at <http://dhr.idaho.gov/StateJobs/tabid/970/Default.aspx>. Applicants are placed on the Hiring List in score order, with the top ten scores listed first. LCSC HRS will request a Hiring List and forward it electronically to the appropriate

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supervisor. Idaho law requires agencies to make a hire from the top 10 scores on the hiring list.

- (3) A criminal background check must be completed on the successful classified staff candidate before a job offer is made. The candidate must sign the Disclosure and Authorization Form found at:
<http://www.lcsc.edu/humanresources/forms/Disclosure%20&%20Authorization%20Form.pdf>

- (4) For hires in Academic Affairs, go to the following instructions:
http://www.lcsc.edu/academicprograms/Hiring%20for%20Classified_Staff_1.htm

2. Temporary / Irregular Help (IH) Positions

- A. Per LCSC policy, temporary appointments for exempt and salaried non-exempt positions shall be for no longer than five months. Under extenuating circumstances, the Affirmative Action Officer may approve an extension. Advertising and formal searches are not necessary for temporary appointments.
- B. Irregular Help may be hired at the department's discretion. Per state policy, an irregular help employee or a temporary appointee to a classified position may not work more than 1,385 hours in any 12-month period (this equates to 8 months at 40 hours per week) <http://adm.idaho.gov/adminrules/rules/idapa15/0401.pdf>. Department heads that wish to employ an irregular help employee more than 19 hours per week for 5 months or more must create a new position and hire accordingly.
- C. Temporary appointments for faculty may be made for no more than one academic year.

3. Faculty, Exempt / Professional Staff and Salaried "Non-Exempt" Positions

- A. Recruitment and hiring for regular appointments must be done in accordance with LCSC Affirmative Action guidelines below.

4. Affirmative Action Hiring Guidelines

- A. If this is a new position, the New Position Approval Form <http://www.lcsc.edu/humanresources/forms/NewPositionApprovalForm.pdf> must be completed and all signatures obtained before a search begins.
- B. The hiring department, in conjunction with the appropriate Vice President or President (for DRUs), should complete the Request to Hire form available in the Affirmative Action Hiring Packet <http://www.lcsc.edu/humanresources/forms/AffirmativeActionPacket.doc> to initiate a search. The following step will apply for hires within Academic Affairs: The

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“Authorization to Conduct a Search in Academic Affairs” form

<http://www.lcsc.edu/provost/Forms/Search%20Authorization.doc>

must be completed prior to the Request to Hire form and signed by the appropriate Dean and Provost before a search begins.

- C. Search Procedures: The hiring department will obtain directions and approval from HRS and the applicable Vice President (or President for DRUs) to establish a plan for the search process.

The search chair or designee shall appoint a search committee (with the help of the appropriate Vice President and/or President) and submit member names, job description, job vacancy announcement, proposed advertisements and search strategy to the appropriate Dean and Vice President as well as the Affirmative Action Officer. These forms can be found at

<http://www.lcsc.edu/humanresources/forms/AffirmativeActionPacket.doc>

- (1) Proposed advertisements must be approved by the appropriate Vice President (or President for DRUs) and the Affirmative Action Officer PRIOR to placing the ad.
- (2) All advertisements must contain the clause “AA/EOE”. All vacancy announcements must contain the phrase, “Lewis-Clark State College is an affirmative action/equal opportunity employer which promotes the free exchange of ideas in an environment that celebrates the dignity, worth and contributions of all individuals. In that spirit, we seek a broad spectrum of candidates including women, people from all cultural backgrounds and individuals with disabilities”.
- (3) Typically, advertisements run at least two consecutive Sundays in the local newspaper. Trade, regional and national publications should be used. The closing date for applications may not be earlier than two weeks after the position is first advertised.
- (4) The search strategy should include substantial efforts to actively seek applicants from groups underrepresented in the unit workforce.
- (5) In a continual effort to increase diversity on campus, Human Resource Services will identify and post job announcements with specific organizations and/or publications targeting groups currently scarce or absent in LCSC’s workforce.
- (6) All applications shall be reviewed by the Affirmative Action Officer to ensure minimum qualifications, as stated in the recruiting materials, have been met. A notation will be made on each application indicating whether or not it may be

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considered further. All applications shall be returned to the search chair or designee. Voluntary Affirmative Action cards will be emailed to the applicants from the Affirmative Action office. These allow applicants to identify themselves as a member of a protected category and collection of the data is used to monitor the Affirmative Action program. This information may not be used in any decision relating to the hiring of a candidate.

D. Searches (Internal or External) will be carried out in accordance with the search plan approved by the appropriate Vice President / President (for DRUs). The following describes a typical sequence of events:

- (1) The search committee shall review and rate the applications based on objective, job related criteria.
- (2) The search committee shall recommend a final applicant pool. The appropriate Dean, Vice President (or President for DRUs) and the Affirmative Action Officer must approve this pool before candidates may be invited to interview. A "Report of Applicant Pool" must be submitted to the Provost and Affirmative Action Officer indicating those recommended to interview, those who are not recommended and the reason for each recommendation.
- (3) Reference checks should be made on all final candidates. Questions not permissible under Affirmative Action guidelines shall be excluded. The Affirmative Action Officer shall provide information to the search chair and/or search committee on legal and illegal interview questions, reference checking and general information to ensure all searches are in compliance with the guidelines.
- (4) Final candidates shall be invited for personal interviews. In some situations, interviews may be conducted by other means. The search committee may have input into the selection, however, the final hiring decision is that of the applicable Vice President, President or their designees.
- (5) A criminal background check will be completed on the successful candidate before a job offer can be finalized. The candidate must sign the Disclosure and Authorization Form
<http://www.lcsc.edu/humanresources/forms/Disclosure%20&%20Authorization%20Form.pdf> found on the HRS web site.
- (6) The search chair shall submit the "Report of Hiring" form to the Affirmative Action Officer, the Provost and/or the President and notify all candidates of the search outcome.

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- (7) All applications shall be retained by Human Resource Services for one year after the search has been completed.

5. Internal Search/Promotion

- A. Position searches may be conducted internally. Only current LCSC employees are eligible to apply for these positions.
- B. With the exception of advertising, the hiring process is the same as that for an external search. Advertising for an internal search should consist of posting on the Human Resource Services web site, Intranet and on the Open Positions flyer outside the HRS Office for a minimum of one week.
- C. Internal searches for classified positions shall be emailed to each Classified Staff member and posted on the Intranet as well as the HRS web site (see section 1.C.(1)).

6. Compensation

- A. LCSC takes into account employee experience and market forces in determining the appropriate salary range for a position. The following guidelines, which were developed by the Compensation Review Committee (CRC), shall be considered. Before making an employment offer, HRS must be consulted as well as the appropriate supervisory chain up through the appropriate Vice President and/or President (for DRUs) to determine the appropriate salary for the position.

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The statewide compensation policy can be found at
<http://dhr.idaho.gov/Portals/14/Documents/Manuals/Section1.pdf>

7. Recruitment Expenses

- A. The recruitment cost center can be used for some expenses incurred in the recruitment of faculty and professional staff. It is not to be used for grant funded positions or classified staff. <http://www.lcsc.edu/provost/Recruitment%20expense%20memo.pdf>. Contact the Provost's Office for additional information.

8. Moving Expenses

- A. A new employee may be eligible for moving expenses. This policy can be found at <http://www.lcsc.edu/policy/Policy/4.110.PDF>