



**Title:** Hiring Classified Employees  
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***Hiring Classified Employees***

Louisiana Technical College (LTC) understands the importance of hiring qualified individuals. Recruiting, selecting and hiring shall be in full compliance with Federal, State and Local laws. New hire orientation will provide new employees with information such as an overview of the LTC, job duties and responsibilities, benefits, and policies and procedures. The hiring policy covers all classified positions.

*Policy Reference:* Act 1990, No. 1106 §, approved Oct. 6, 1990, eff. Jan 1, 1991

*Review Process*

X	Reviewing Council/Entity	Review Date	Effective Date
X	LTC Financial Staff	10/17/05	
X	LTC Human Resources Committee	10/20/05	
X	Vice President for Career & Technical Education Approval	02/10/08	02/10/08

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James R. Sawtelle, III  
Vice President for Career & Technical Education



## **Hiring Classified Employees Procedures and Specific Information**

### **538.1 SCOPE AND APPLICABILITY**

The hiring policy covers all classified positions. The hiring criterion must be administered for all LTC administrative and campus locations.

### **538.2 DEFINITIONS**

**§ 1. State Civil Service** - is established and includes all persons holding offices and positions of trust or employment in the employ of the state, or any instrumentality thereof, and any joint state and federal agency, joint state and parochial agency, or joint state and municipal agency, regardless of the source of the funds used to pay for such employment. It shall not include members of the state police service as provided in Part IV of this Article or persons holding offices and positions of any municipal board of health or local government subdivision. Section 1. (A)

**1.8 Classified Service** - Defined as that body of employees performing personal services to and for the State or any of its instrumentalities, except those rendering such services who are specifically exempt from the Classified Service by the Article and these Rules.

**1.15 Eligible** - The official overall rating assigned to an employee in accordance with State rules.

**1.18.2 Job Specification** - A summary of the most important features of a job including the general nature of the work performed, specific task responsibilities and employee characteristics required to perform the job.

**1.25 Position** - The means of collection of duties and responsibilities assigned to an individual employee.

Amended by Acts 1990, No. 1106 §, approved Oct. 6, 1990, eff. Jan 1, 1991.

### **538.3 AUTHORITY TO AUTHORIZE/APPROVE**

The hiring process should be structured and organized. Strategic planning and staffing models are ideal for managing the workforce. Once the determination is made to hire, the hiring criteria must be initiated. The overall delivery of this process is critical to the success of hiring.

### **538.4 REQUEST TO HIRE**

The appropriate personnel must approve or disapprove vacancies for classified positions. The necessary paperwork must be submitted, signed and dated by the outlined parties to hire new unclassified employees. All parties must ensure the paperwork is completed in a timely manner and channeled accordingly. The submission for a request to hire is detailed as follows:

**538.4.1** The Campus Dean or designee will request permission to hire from Regional Director through Regional Human Resource Officer to LCTCS Director of Human Resources or designee.

- 538.4.2 If the request is denied, the process terminates. A copy of the denial will be submitted to the Regional Director, Campus Dean and Regional Human Resource Officer.
- 538.4.3 If the request is approved, the process continues. A copy of the approval must be submitted to the Campus Dean and Regional Human Resource.
- 538.4.4 The Regional Human Resource Officer begins the advertisement and posting process to fill the vacancy.

## **538.5 ADVERTISEMENT**

The quality of the advertising process will determine the amount of qualified applicants who apply for the position. Human resource is responsible for using reliable and various resources to fulfill equal employment requirements throughout the LTC. The result of effective advertising yields a large pool of qualified applicants. State Civil Service requires the use of Job Search to post vacancies, and applicants can apply directly to the agency. The following list outlines recruiting methods to be utilized:

- 538.5.1 Post ad to Quest/Job Search system through Civil Service website
- 538.5.2 Email and fax Open Positions Announcement to Regional campuses
- 538.5.3 Request ad posting to the LTC Regional website
- 538.5.4 Complete LA Works Profile Sheet for vacancies and fax to local office
- 538.5.5 Complete and mail (3) Affirmative Action good faith letter to listed sources

## **538.6 SELECTION PROCESS**

A search committee is organized to assist with selecting the best applicant. The search committee will be involved in the screening, interviewing and hiring of an applicant. Interviews should focus on the applicant's qualifications, skills and background relevant to the job description. Search committees are encouraged for classified positions, but are not required.

- 538.6.1 Organize a search committee
- 538.6.2 Conduct a search of applicants
- 538.6.3 Applicants must complete SF-10 Employment Application
- 538.6.4 Collect applications and recommendation letters
- 538.6.5 Schedule applicant interviews
- 538.6.6 Document interview responses on interview sheet
- 538.6.7 Provide a copy of the job description to applicants
- 538.6.8 Discuss interviewing results with search committee
- 538.6.9 Update Affirmative Action Log upon receipt of applications

## **538.7 AUTHORIZATION TO HIRE**

- 538.7.1** The Campus Dean or designee notifies Regional Human Resource Officer of selection decision.
- 538.7.2** The Regional Human Resource Officer completes a Personnel Action form.
- 538.7.3** The Regional Human Resource Officer forwards the Personnel Action form and application to the Regional Director, LCTCS Human Resource Director for approval.
- 538.7.4** The LCTCS Human Resource Director or Appointing Authority will fax the forms to the Campus Dean and Regional Human Resource Officer.
- 538.7.5** The Regional Human Resource Officer will schedule the candidate for new hire orientation.

## **538.8 NEW HIRE ORIENTATION**

New hire orientation should provide new employees with information such as an overview of the LTC, job duties and responsibilities, benefits and policies and procedures. New employees should be welcomed and introduced to supervisors and co-workers. Orientation packages must be distributed to each new employee. Human resources must supervise the completion of all required forms, communicate benefits information and acquaint employees with the LTC. Supervisors should cover general expectations of performance and behavior and specific job requirements. All new employees are expected to promptly and accurately complete forms. Throughout the orientation period, new employees are encouraged to ask questions and seek assistance. The following are items needed to complete the new hire orientation process:

- 538.8.1** New Hire Orientation Checklist
- 538.8.2** Copy of the Request to Hire form
- 538.8.3** Copy of Personnel Action form
- 538.8.4** Copy of applicant's SF-10 application
- 538.8.5** Copy of job description
- 538.8.6** PeopleSoft HRMS Data Entry sheet
- 538.8.7** ISCS Data Entry sheet
- 538.8.8** Tax Forms (W4 Federal and L4 State)
- 538.8.9** Preexisting Medical History form
- 538.8.10** I-9 form (Eligibility and Identity documents)
- 538.8.11** Oath of Affirmation
- 538.8.12** Prior State Service
- 538.8.13** Retirement Status form

- 538.8.14 Employee Benefits packet
- 538.8.15 Oath of Affirmation
- 538.8.16 Direct Deposit Authorization form
- 538.8.17 LTC Confidentiality/ Non- Disclosure Agreement
- 538.8.18 LTC Code of Conduct Certification
- 538.8.19 LTC Policy and Handbook Acknowledgement
- 538.8.20 LTC Emergency Contact sheet
- 538.8.21 Other pertinent personnel documents

**538.9 LIMITATIONS**

All classified positions must be identified with a position number. State Civil Service determines position qualifications, and salary levels are set based on job duties listed in the position description. The LTC must report classified positions to Civil Service by approved methods.

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