

POLICY & PROCEDURES MEMORANDUM



Title: Hiring Unclassified Employees
Effective Date: 02/10/08
Date of Last Revision: 02/10/08
Review Date: 02/10/08
Cancellation:
Office: Human Resources (HR 500)

Hiring Unclassified Employees

Louisiana Technical College (LTC) believes that hiring qualified individuals contributes to the overall strategic success and supports the overall mission. The Hiring Unclassified Employees policy must be administered universally for all LTC locations. The LTC strongly understands the importance of hiring the most qualified individuals for the right jobs. It is required that each location follow the guidelines of the policy, in accordance with federal, state and local laws and regulations.

Policy Reference:

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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SIGNATURE

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



Hiring Unclassified Employees
Procedures and Specific Information

539.1 BACKGROUND

The Hiring Unclassified Employees procedure will establish the guidelines for hiring faculty and staff employees by outlining the recruitment process.

539.2 TYPES OF UNCLASSIFIED EMPLOYEES

There are two types of unclassified employees. Unclassified employees consist of faculty and staff level positions. In conjunction, employees can be subcategorized into a permanent or temporary and full-time or part-time status.

539.3 POLICY STATEMENT

Louisiana Technical College believes that hiring qualified individuals contributes to the overall strategic success and supports the overall mission. The Hiring Unclassified Employees policy must be administered universally for all LTC locations. The LTC strongly understands the importance of hiring the most qualified individuals for the right jobs. It is required that each location follow the guidelines of the policy, in accordance with federal, state and local laws and regulations.

539.4 PERSONNEL REQUISITION

Personnel requisitions are submitted to the appropriate personnel to request approval to fill a vacancy. It must be completed for internal employees and external candidates. Requisitions are initiated by the Department Head. The form requires the authorization signature of the Campus Dean or designee, Chief Academic Officer (faculty positions only), Regional Director, Regional Chief of Administration or Accountant, Regional Human Resources, LCTCS Human Resource Director or designee. The Regional Human Resource Office routes the form for approval signatures. The form should include the job location, position title, status, funding source, salary range and anticipated hire date. The requisition must be approved prior to beginning the recruitment process.

539.4.1 If the requisition is denied, the process terminates.

539.4.2 If the requisition is approved, the process of recruitment starts. The authorized persons will receive the signed requisition to hire.

539.5 JOB POSTINGS

539.5.1 The efficiency of advertising determines the quality of the applicant pool. All faculty and staff positions, regardless of the status, are to be posted. Regional Human Resources must forward the job posting to the LCTCS Human Resources department for review prior to posting.

External advertising will be based upon the need and budget requirements. The job notice must be posted to the LTC website, campus bulletin boards and local newspaper. Each job posting will contain the following information:

539.5.1.1 Official job title

539.5.1.2 Department

539.5.1.3 Job description- duties/responsibilities of the job and minimum qualifications

539.5.1.4 Location

539.5.1.5 Submission contact information

539.5.1.6 Closing date/deadline

539.5.2 Vacancies will remain posted to the Regional LTC website until the position is filled. For internal consideration, the employee's supervisor must be contacted to verify qualifications, performance, skills and attendance. Local newspaper postings require a minimum one-day posting period. A profile sheet must be sent to LA Works (via fax or online posting). Regional Human Resource personnel forward a minimum of one "Good Faith Letter" to listed sources. Job postings may be posted via sources such as Online Job Boards (Higher Ed, Chronicle Papers) or the LCTCS website. The Department Head may request additional posting sources as deemed appropriate. Positions comprised of high supervision and authority should be posted in multiple locations. Below is a list of posting sources:

539.5.2.1 Regional LTC website (required)

539.5.2.2 Campus bulletin boards (required)

539.5.2.3 Local newspaper (required)

539.5.2.4 LA Works job board (required)

539.5.2.5 Affirmative Action organization (required)

539.5.2.6 HigherEd.jobs.com online board (optional)

539.5.2.7 Chronicle Papers job board (optional)

539.6 SEARCH, SELECTION & INTERVIEW

A search committee is required for all full-time faculty positions and administrative positions at the director level or above. However, the committee is encouraged for all positions to help successfully select the best candidates.

539.6.1 The committee shall be comprised of at least three persons, and reflect the diversity of the College.

539.6.2 Subject matter experts are required to be a committee member for faculty positions.

539.6.3 The committee shall elect a chairperson to manage and supervise the process.

- 539.6.4 Committee members should meet to conduct pre-screening evaluations of resumes and applications. Each member will review the profile of qualified applicants, and arrange the interviewing schedule.
- 539.6.5 Interviews shall be scheduled based upon the selection criteria; which consists of the job qualifications relevant to the experience and education for the position. Interviewing questions should be compiled by search committee and reviewed by human resources.
- 539.6.6 The chairperson shall notify the committee of the date, time and location of interviews.
- 539.6.7 The chairperson must issue the committee the specified interviewing questions. The chairperson will designate who will ask which questions.
- 539.6.8 Each committee member completes each candidate's interview questionnaire, and tabulates the scores.
- 539.6.9 The chairperson will provide the candidates a copy of the job description.
- 539.6.10 After analyzing the final candidates' background, the committee will select the best candidate for the position. Candidates should be informed of the intent to conduct reference checks.

After completion of the interview process, the chairperson shall forward all candidate materials (resumes, applications, interview questionnaires and applicant flow logs) to Regional Human Resources for retention. The committee should immediately notify the Department Head of the selection decision and recommendation.

539.7 BACKGROUND CHECKS

The committee must forward a copy of the Recommendation/Appointment letter to human resources. The HR department and the Chief Academic Officer (if applicable) will initiate the background check. The phone reference check should be conducted for the most recent employers and professional references and recommendations. The responses to the reference check should be documented and kept with the candidate's profile.

- 539.7.1 Upon clearance of a satisfactory background check, the committee chairperson will submit a Recommendation/Appointment letter through human resources to the Regional Director. The candidate's credentials should be included with the Recommendation letter.
- 539.7.2 The Department Head may offer employment contingent on the Board of Supervisors approval.
- 539.7.3 If the candidate declines the offer, the search is reopened. The committee meets to decide whether to offer the position to another candidate, or continue the search, selection and interview process.
- 539.7.4 If the candidate accepts the offer, the new hire paperwork is organized and orientation is scheduled.

539.8 NEW HIRE ORIENTATION

New hire orientation is setup to provide employees with information such as an overview of agency, job duties and responsibilities, benefits, and policies and procedures. New employees should be welcomed

and introduced to supervisors and co-workers. Orientation materials must be distributed to each new or returning employee. Human resources must supervise the completion of all required forms, communicate benefits (medical, dental, life, annual, sick, etc) and acquaint employees with the LTC. All documents should be returned to human resources within one week. Supervisors should cover performance expectations and specific job requirements. The following items are required for the effective completion of the new hire/rehire orientation process:

- 539.8.1** New Hire Orientation checklist
- 539.8.2** Personnel Requisition form
- 539.8.3** Personnel Action Form
- 539.8.4** Approved Board sheet
- 539.8.5** Faculty Employment Agreement (if applicable)
- 539.8.6** Offer Letter
- 539.8.7** Employment Application/SF-10 application
- 539.8.8** PeopleSoft Data Entry sheet
- 539.8.9** ISIS Data Entry sheet
- 539.8.10** Tax forms (W4 Federal and L4 State)
- 539.8.11** I-9 (Employment Eligibility Verification)
- 539.8.12** Preexisting Medical History form
- 539.8.13** Prior State Service
- 539.8.14** Retirement Status form
- 539.8.15** Driving History form
- 539.8.16** Direct Deposit Authorization form
- 539.8.17** Oath of Affirmation
- 539.8.18** Confidentiality/ Non-Disclosure Agreement
- 539.8.19** Policy and Handbook Acknowledgement
- 539.8.20** Faculty/Staff Handbook Manual
- 539.8.21** Employee Benefits packet
- 539.8.22** Code of Conduct Certification
- 539.8.23** Emergency Contact sheet

539.8.24 Job Description

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