



Title: Hiring Unclassified Faculty and Staff
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 Faculty and Staff

The hiring criterion established by Louisiana Technical College (LTC) must be administered for all Louisiana Technical College Regional/Campus locations. It is required that each Regional/Campus location recruit, select and hire the most qualified individuals while complying with Federal, State and Local laws.

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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 Hard Copy Distribution to LTC Regional Directors

SIGNATURE

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



**Hiring Unclassified Faculty and Staff
Procedures and Specific Information**

540.1 PURPOSE

To provide guidelines for hiring Unclassified Employees

540.2 PROCEDURE

540.2.1 Request to Hire - Obtain Board of Supervisors Approval (unclassified positions only), Complete Request to Hire form (new hires) or Rehire Approval (former incumbents), and Forward to Regional Director, Campus Dean, Regional Finance Officer and Human Resource Director.

540.2.1.1 The Campus Dean or designee will complete the Request to Hire form and forward to Regional Human Resource Office.

540.2.1.2 Regional Director and Regional Finance Manager or Regional Accountant will approve or disapprove the request to hire.

540.2.1.3 If the request is denied, the process terminates. A copy of the denial or original must be submitted to the Regional Human Resource Manager.

540.2.1.4 If the request is approved, the process continues. A copy of the approval or original must be submitted to the Regional Human Resource Manager.

540.2.1.5 The Regional Human Resource Manager will forward the request to hire to the Appointing Authority or LCTCS Human Resources Department for final approval.

540.2.1.6 The Regional Human Resource Manager will ensure the proper documents are routed for signatures to the applicable campus.

540.2.2 Recruitment Announcement - Send copies of Open Positions Announcement to Campus Mail for distribution, Post advertisement of Regional/Campus website and LTC Regional website, Complete LA Works Profile Sheet for open position and send to nearest office, Forward LA Works Profile Sheet to EEO office, Complete and mail (3) Affirmative Action letters to listed sources, Post advertisement in local newspaper

540.2.2.1 Initial external communication to State of Louisiana

540.2.2.2 Newspaper ads must be posted for a one (1) day minimum.

540.2.3 Selection Process - Organize search/interviewing committee

540.2.3.1 Conduct search of applicants

540.2.3.2 Collect resumes and recommendation letters

540.2.3.3 Schedule applicant interviews

540.2.3.4 Provide copy of job description to applicants

540.2.3.5 Update Affirmative Action Log upon receipt of resumes

540.2.4 Authorization to Hire - Forward copy of Employee Requisition form and applicant's resume to Regional Director, Chief of Administration, Campus Dean and Regional Human Resource Director for review.

540.2.4.1 Complete and send Offer Letter (faculty/unclassified only) to applicant

540.2.4.2 Request applicant signature for Offer Letter and verbal acceptance from applicant

540.2.4.3 Schedule new hire orientation date.

540.2.5 Hiring Criterion - all Louisiana Technical College Regional/Campus locations must administer the hiring criterion. It is required that each Regional/Campus location recruit, select and hire the most qualified individuals while complying with Federal, State and Local laws.

540.3 NEW HIRE ORIENTATION

540.3.1 Original copy of Offer Letter signed

540.3.2 Original copy of the Request to Hire form

540.3.3 Original copy of applicant's resume/SF10 application

540.3.4 Faculty Term Agreement form

540.3.5 Copy of job description

540.3.6 Original copy of Resignation letter (former incumbents)

540.3.7 Original copy of Final Leave Certification (former incumbents)

540.3.8 Tax Forms (W4 Federal and L4 State)

540.3.9 Preexisting Medical History form

540.3.10 I-9 form

540.3.11 Prior State Service

540.3.12 Retirement Status form

540.3.13 Employee Benefits packet

540.3.14 Oath of Affirmation

540.3.15 Direct Deposit Authorization form

540.3.16 LTC Confidentiality Agreement

540.3.17 LTC Code of Conduct

540.3.18 LTC Handbook Acknowledgement

540.3.19 LTC Emergency Contact sheet

540.3.20 PeopleSoft HRMS Data Entry

540.4 **EMPLOYMENT REQUIRED DOCUMENTS**

- 540.4.1 **Offer Letter** - Signed by employee, Regional Director, Campus Dean and Human Resource Officer. Must include scheduled hire date and annual salary.
- 540.4.2 **Requisition Form**- Signed by Regional Director, Campus Dean and Human Resource Officer, Must include reason for hire (new hire or former employee), funding account, campus/division and proposed salary range.
- 540.4.3 **Federal W4 and State L4 Tax Forms**- Completed by employee and Human Resource Officer designating withholding exemptions
- 540.4.4 **Preexisting Medical Condition Form**- Completed by employee to determine eligible benefit coverage and worker’s unemployment compensation
- 540.4.5 **I-9 Form**- Completed by employee and Human Resource Officer, Copies of documents certified
- 540.4.6 **Prior State Service Form**- Completed by employee to transfer service hours and leave balances
- 540.4.7 **Retirement Status Form**- Completed by employee to determine accurate payroll deductions
- 540.4.8 **Oath of Affirmation**- Completed by employee as required by State of Louisiana

540.5 **EMPLOYMENT BENEFITS**

Contact local Human Resource Officer or Benefits Coordinator to schedule a benefits orientation appointment.

- 540.5.1 **Insurance**- Employees are allowed 30 days to enroll in insurance plans. If deadline expires, employee will only be allowed to make benefit changes if a Family Status Change occurs or during the Open Enrollment process.
- 540.5.2 **Retirement Plans**- Employees must enroll in Teachers Retirement System of Louisiana or one of the Optional Retirement plans if working full-time. Employees are allowed 60 days to enroll in retirement plan. If deadline expires, employee will be placed within Teachers Retirement System of Louisiana. Social Security (FICA) applies to employees working a temporary or part-time schedule.
- 540.5.3 **Annual and Sick Leave accrual**- Employees working greater than 50% effort earn sick leave and accrue vacation leave.

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SIGNATURE

A handwritten signature in blue ink that reads "James R. Sawtelle, III". The signature is written in a cursive style with a small flourish at the end.

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