CHAPTER 2 - RECRUITMENT AND EMPLOYMENT

Section 2.10 - Recruitment:

All Administrator/Staff recruitment activities are to be conducted through the Human Resources Office. Recruitment activities are performed in compliance with Federal and State Equal Employment Opportunity Regulations.

Section 2.20 - Age Requirements:

No persons under eighteen (18) years of age will be employed by UIW/IWHS/SACHS in a regular full-time position or in any position requiring the operation of a motorized vehicle or equipment owned by or operated on behalf of UIW/IWHS/SACHS. Persons under eighteen (18) years of age, but at least sixteen (16) years of age, may be employed in temporary positions provided they furnish UIW/IWHS/SACHS with proof of age in the form of a valid driver's license or identification issued by the Texas Department of Public Safety and a Minor's Release form signed by a parent or legal guardian.

Section 2.30 - Vacancies:

The Human Resources Office will post and/or advertise all position vacancies. UIW/IWHS/SACHS will seek to obtain the most capable person available to perform a particular job without regard to race, religion, color, sex, age (over forty (40)), disability (if otherwise qualified), or national origin. The recruitment procedure used by UIW/IWHS/SACHS is as follows:

1. Positions may be made available to internal applicants only. In this case the notice of the position vacancy will be sent by email to the University Community and the position posted on the Human Resources Career Site for the University of the Incarnate Word website, for a minimum or five (5) working days. Directors and supervisors must not discourage employees from applying for any position. Any employee who has successfully completed the introductory period may apply for an opening by submitting an application online prior to the in-house closing date. The provisions of this section do not apply to promotions within the same department.

2. Vacancies may also be announced to the general public. The process is governed by the Human Resources Hiring Process (Appendix V). The provisions of this section do not apply to promotions within the same department. (Rev 08/2004)
**Section 2.40 - Screening/Selection:**

All applications/resumes will be made available to the selecting supervisor for review. Such applications/resumes may be screened by the Human Resources staff for completeness and required qualifications (degrees, licenses, certificates, etc.). Applicants who meet the required criteria will be considered in the selection process. Internal and external candidates may be considered concurrently. If requested, the Human Resources staff will assist the selecting supervisor in determining the most highly qualified candidates for job vacancies.

Applicants may be disqualified for any of the reasons listed below:

1. The applicant has not met the posted deadline for filing the application.
2. Applicants online application is incomplete.
3. The applicant lacks the minimum qualifications necessary to perform the duties of the position.
4. The applicant has made a false statement of material fact on the application form or supplemental sheets.
5. The applicant has committed or attempted to commit a fraudulent act at any stage of the application process.
6. The applicant is physically or mentally unfit to perform the essential duties of the position, even with reasonable accommodation.
7. The applicant has been convicted of a crime which could conflict with the duties of the position for which he/she has applied.
8. All applicants for positions requiring operation of a motor vehicle must meet the requirements of UIW/IWHS/SACHS Safety Policy. (See Section 7.80, Driver Policy)
10. The applicant was discharged and not recommended for rehire by UIW/IWHS/SACHS.
11. Placement of the applicant would violate UIW/IWHS/SACHS's Age Requirement Policy (See Section 2.20, Age Requirements).

The immediate supervisor will interview the candidates who best meet the needs of the vacant
position and recommend an applicant for selection. Following that recommendation, the selected applicant will be made a conditional offer subject to the completion of a successful background check conducted by Human Resources and contingent upon confirmation by the Assistant to the President for Mission Effectiveness. No regular full-time employee may begin work without receiving the approval of the Assistant to the President for Mission Effectiveness (or designee).

Section 2.50 - Introductory Period:

All employees are required to successfully complete a three (3) month introductory period. An initial orientation and overview outlining performance expectations will be provided by the supervisor. During the introductory period, the supervisor will closely observe and evaluate the performance of the employee. A formal evaluation will be conducted at three (3) months. The employee's progress and deficiencies will be discussed with the employee. Periods of lost time such as leave of absence, sickness, etc. will extend the introductory period so that the supervisor has a full three (3) months to evaluate performance. In unusual circumstances, the introductory period may be extended with the approval of the department director and the Director of Human Resources, not to exceed two (2) months.

(Rev 06-19-2008)

The introductory period will also apply to employees who accept a transfer, demotion or promotion. In the event the employee's job performance in the new position is unsatisfactory or the employee is found to be unqualified to perform the duties of the position, the employee may be relieved of duties in that position. The employee may be placed in an available position for which he/she qualifies. If no such position is available, the employee may be terminated.

Section 2.60 - Promotion of Employee:

A promotion is the assignment of an employee from a position in one job classification to a position in another job classification having a higher starting salary, within the same department, provided the employee is otherwise qualified. UIW/IWHS/SACHS prefers to fill vacancies by promotion within the organization, and employees are encouraged to develop their qualifications and apply for positions for
which they qualify. All promotions are subject to the prior approval of the Director of Human Resources. (Rev 08/2004)

Section 2.70 - Transfer of Employee - Lateral:

A lateral transfer is the assignment of an employee from one position to another position in the same pay classification in the same or different department. Department directors may, after prior consultation with the Director of Human Resources and the approval of their Vice President, transfer employees to other positions within a department if the employee is qualified to perform duties of the position.

Section 2.80 - Demotions:

A demotion is the assignment of an employee to a position in a lower pay grade. A demotion requires the approval of the department director, the Director of Human Resources and the Vice President. The salary of a demoted employee (voluntary or involuntary) will be adjusted according to the UIW/IWHS/SACHS’s policy (See Section 3.30, Demotion of Employee).

Section 2.90 - Reinstatement of Employee:

If UIW/IWHS/SACHS, at its discretion, rehires an employee who terminated due to a disability or due to military service (See Section 4.35, Military Leave) the employee will be credited with their prior length of service for purposes of determining eligibility for benefits. The employee will not be deemed to have earned any benefits during the period of his/her separation unless required by law.

Section 2.95 - Duration of Employment:

UIW/IWHS/SACHS wants all of its employees to have a mutually rewarding employment relationship. All employees of UIW/IWHS/SACHS are nevertheless reminded that their employment with the University is “at-will”, meaning either the employee or the University may terminate the employment relationship without notice or cause; no promises to the contrary will be binding upon UIW/IWHS/SACHS unless they are reduced to writing and signed by the President and the affected employee. No other official of UIW/IWHS/SACHS has the authority to bind the university in any manner contrary to this policy.
Section 2.99 - Available for Placement Status:

After all eligibility for Family Medical Leave (and/or other approved paid/unpaid 90 calendar day Leave of Absence) has been exhausted, and an employee is still unable to return to work, the position (job) formerly occupied by that employee may be filled on a permanent basis. The employee (former occupant of the position) will then be placed on “available for placement” status for a period of one hundred eighty (180) calendar days. An employee on “available for placement” status may apply and receive consideration for any vacant position for which he/she is qualified and able to perform the essential functions. “Available for placement” employees will be afforded the same consideration as other qualified applicants for the same job. If the employee is selected for a specific job, he/she will be paid no more than the budgeted pay/salary for that position. Should the employee be unable to secure another position at UIW/IWHS/SACHS within the one hundred eighty (180) calendar days of available for placement status, that employee will be terminated.