

LSU Alexandria Classified Employment Procedures

Louisiana State University at Alexandria firmly supports affirmative action and equal opportunity standards as set forth in the University's Affirmative Action Plan. The University's Affirmative Action Plan requires that all employees and applicants receive fair consideration for employment and that all employees are treated fairly with regard to recruitment, promotions, demotions, transfers, layoffs, terminations, rates of pay and other forms of compensation, tenure, selection for training and other employment practices.

Recruitment and Selection

The University, through its recruitment and employment policies, will recruit and employ qualified personnel for all its diverse activities and will provide equal opportunities during employment without regard to race, creed, color, age, marital status, sexual orientation, religion, sex, national origin, mental or physical disability, or veteran's status.

Affirmative Action Compliance/EEO Information Forms

Departments shall complete and submit an Affirmative Action Compliance Report to HRM within ten (10) calendar days of the date of hire.

For the purpose of this document "Department Head" refers to all individuals in the normal chain of command. For example: Department Chair, Dean, Vice Chancellor, and Chancellor.

Temporary Appointments

Temporary appointments of 180 days or less need not be advertised unless they could result in a permanent appointment. All temporary appointments must be approved by HRM and the appropriate Vice Chancellor and Chancellor before employee is hired.

Guidelines for Classified Positions

1. Classified positions shall be advertised as required by University policy and Civil Service rules and regulations.
 - Vacant/new Classified positions will be advertised within the University for at least seven (7) calendar days to ensure that all interested and qualified employees are aware of opportunities for promotion or transfer
 - Internal promotions are strongly recommended
 - Applications from off-campus will not be considered until the expiration of the required advertisement period and the on-campus interview process is complete
 - Exceptions to the standard advertising requirements must be approved by HRM
2. Selection criteria will be developed in direct relationship to job requirements.
3. All pre-employment selection procedures, including credential reviews, interviews and reference checks, shall be conducted without regard to race, creed, color, age, marital status, sexual orientation, religion, sex, national origin, mental or physical disability, or veteran's status.

4. Records pertinent to the employment decision (e.g. copies of advertisements, letters of application, reference notes, interview notes, selection criteria) must be retained in the department for at least three years and made available to HRM/EEO Office upon request.

Promotions from within a Department

When a vacant/new position occurs, the employing department may request an exception to the advertising guidelines in order to promote an employee who is presently employed within the department where the vacancy exists. All qualified employees in the department where the vacancy occurs must be considered for the promotion. HRM will review each application to determine if the applicant meets qualifications and the selection criteria required for the position. If the selected applicant meets the qualifications he/she may be promoted to the vacant position. The employee's salary increase will be calculated as per Civil Service Chapter 6 rules.

Probationary Period

Per Civil Service rule 9.1 and LSU Alexandria Policy all new classified employees are required to serve a probationary period of no less than twelve months and no more than twenty-four months.

Agency Transfers

All new classified employees must serve a probationary period. Therefore, employees will be required to separate from the losing agency and serve the one year probationary period at LSUA. This requirement may be waived in a situation where no other option is available. The department head must supply a written request to HRM to justify the transfer. Transfers will be reviewed on a case by case basis and must be approved by HRM, the appropriate Vice Chancellor and Chancellor.

Demotions

Applicants accepting a voluntary demotion in order to accept a new position will be required to take a minimum of 7 % salary decrease.

Hiring Procedures

All authorization memos must be in writing with original signatures. Memos sent via e-mail or fax will not be accepted.

Step One – Approval to fill Vacancy/New Position

- Department head sends written request in memo form to appropriate Vice Chancellor and a copy to HRM for approval to fill vacant/new position.
- Vice Chancellor approves request and forwards to the Chancellor for approval
- Chancellor's Office forwards approved request to HRM and copy to hiring department.

Step Two – Advertising On-Campus

- Once the request has been approved HRM will post the "Vacancy Announcement" and a copy will be sent to each department to be forwarded to individual employees.
- As per Civil Service rules effective March 1, 2004 all vacancies except restricted appointments, details, re-employments, demotions, lateral transfers, preferred list

appointments and reassignments will be posted on the Louisiana Department of Civil Service Job Search Web Site.

- “Vacancy Announcement” will be posted as available for LSUA employees only for a period of seven (7) calendar days.
- Interested on-campus applicants will supply an updated SF-10 and any other required information to the HRM office within the seven (7) day period.

Step Three - On-Campus Interviews

- All on-campus applicants who meet the minimum qualifications for the vacant/new position will be interviewed and considered before applications from off-campus are accepted.
- LSUA employees who are still on probationary status may be considered for the vacant/new position. If chosen for the position the employee will be required to resign from his/her current position and accept a new probationary appointment with a new probationary period of twelve to twenty-four months.
- In order to expedite the hiring process department heads may begin interviews immediately.
- Department heads will make an appointment with each on-campus applicant for an interview. Department heads and applicants are encouraged to schedule interviews at a time convenient for all departments involved.
- Promotion from within is strongly encouraged.
- Department heads will contact at least three references for each applicant who reaches final consideration. References must be verifiable (name, address, telephone number) and include at least one personal and one professional contact. Contact may be via telephone, fax, mail or e-mail.

Step Four - Filling Vacant/New Position with On-Campus Applicant

- If a current LSUA employee is selected to fill the vacant/new position, the department head will send a memo to the appropriate Vice Chancellor and a copy to HRM advising of the selection. The memo will include the employee’s name, date of transfer to the department, references contacted and a brief explanation of the applicant’s suitability.
- Vice Chancellor will approve request and forward to Chancellor for approval.
- Chancellor approves request prior to an offer of employment and forwards approval to HRM and hiring department.
- At this time an offer of employment is made.
- Department heads are encouraged to work together to make the transfer so that it causes as little disruption to the University as possible.

Step Five – Advertising Off-Campus

- If the department head is unable to make a selection from the on-campus applications due to lack of experience, inadequate applicant pool or applicant’s inability to meet minimum qualifications, the department head can request in writing that HRM advertise off-campus.
- Off-campus announcements will be posted for a minimum of seven (7) days as required by Civil Service Rules.
- Off-campus applications will be accepted by HRM and checked for minimum qualifications.
- Applications that meet minimum qualifications will be forwarded to the department head for review. The department head will schedule interviews with the applicants he/she wishes to interview.

Step Six – Filling Vacant/new position with Off-Campus Applicant

- At this time re-evaluation of the on-campus applications is encouraged.
- Once the department head has made a decision he/she shall send a memo to the appropriate Vice Chancellor (copy HRM) advising of the person selected for the position. The memo should include name, date of hire, three references contacted and a brief explanation of the applicant's suitability.
- HRM will re-check applicant's eligibility and notify department if selection is valid.
- Vice Chancellor will approve selection and forward memo to Chancellor.
- Chancellor will approve the request prior to an offer of employment and forwards to HRM and copy hiring department.
- The department head will contact selected applicant and make an offer of employment.
- The department head must ensure applicant is aware of terms of employment. For example: starting salary, probationary period, leave earning, etc. HRM will confirm when new employee completes paperwork.

Step Seven – Finalizing the Appointment

- Once the applicant has accepted the position the department head will send letters to each applicant informing them of the final decision as soon as possible. A copy of each letter will be forwarded to HRM.
- The department head and new employee must make arrangements to complete necessary new employee paperwork in HRM.
- Department head completes and forwards the Affirmative Action Compliance Report to HRM within ten (10) calendar days.