

Classified Employment, Promotion, and Transfer

Responsible Office:
VCU Human Resource Division

POLICY STATEMENT AND PURPOSE

Virginia Commonwealth University practices fair and equal opportunity recruitment and hiring in accordance with applicable laws and regulations developed by the Commonwealth of Virginia and federal agencies. All reasonable means are utilized to attract qualified applicants for posted positions. Selection is based on the applicant's knowledge, skills, abilities, and competencies. The University does not discriminate with regard to age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation, or disability.

WHO SHOULD READ THIS POLICY

Classified employees, and anyone who hires classified employees should read this policy.

RELATED DOCUMENTS

Federal Omnibus Transportation Employee Testing Act of 1991
State Policy 2.05, Equal Employment Opportunity
State Policy 2.10, Hiring
VCU Affirmative Action Plan
VCU Human Resource Policy, Criminal Conviction Investigations
VCU Human Resource Policy, Wage (Hourly) Employment
VCU Reference Check Form

CONTACTS

VCU Human Resources officially interprets this policy and shall revise or eliminate any or all parts as necessary to meet

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11/1/00

1/1/04

11/1/06

Last Revised 1/16/09

the changing needs of Virginia Commonwealth University.
Please direct policy questions to VCU Human Resources.

PROCEDURES

Human Resource Role

Human Resources will post and advertise vacancies, recruit, screen, assist with selection, consult with managers on salary ranges and salary determination, and authorize a salary offer to be made by the hiring department according to applicable pay practices as established by state policy and the VCU Classified Salary Administration Plan.

Posting of Vacancies

Human Resources posts, for a minimum of five working days, all classified positions that become vacant and are to be filled.

Positions may be filled without posting where certain other criteria are met:

- a. transfers and demotions in lieu of termination or layoff;
- b. department-initiated non-competitive transfers and voluntary demotions
- c. vacancies with identical role titles/duties which were posted within a reasonable period of time (contact Human Resources for current recruitment waiver periods); and
- d. positions to be filled by employees returning from leave (with or without pay), or placements resulting from job-related injuries, if not in a higher role than the position held before the leave or injury.

Advertisement

The Human Resource Division is responsible for coordinating placement of all advertisements for vacant classified and hourly positions and will ensure that advertisements conform to University formatting, language, and EEO guidelines. Advertisements must include the requirement for a criminal records background check as a condition of employment. Specialized recruitment efforts and additional

affirmative action efforts should be coordinated through Human Resources.

Interviews

Interviews are a required step in the selection process, such that no person should be hired without having been interviewed for the posted position. Generally, more than one applicant must be interviewed for every vacancy. A set of questions must be developed and asked of each applicant interviewed. When requested, departments must provide reasonable accommodation throughout the application and selection process to persons with disabilities.

References

The employing department must complete reference checks on all selected candidates from the applicants' current or previous employer(s) as appropriate or other listed references. All references should be obtained within the guidelines of the Freedom of Information Act and the Privacy Protection Act (refer to the VCU Reference Check Form). All attempt(s) to obtain reference data must be documented and include the date, person contacted and any comments received. This information will be maintained by Human Resources for five years in accordance with the Commonwealth's policy on Personnel Records Management. Department managers or, if necessary, the Human Resource Division can provide employment reference data on current University employees.

The employing department also is responsible for verifying required licensure and certification documentation prior to hiring and for maintaining current documentation after hire.

Selection

The Code of Virginia requires that an applicant's relevant military service be considered during the selection process provided the veteran meets all the knowledge, skills, and ability requirements of the vacant position. Military service is identified on the State application form. The Code also requires that a veteran's grade be adjusted on any written examinations that must be passed as part of the selection process. Please contact the Human Resource generalist

handling the vacancy if examinations are required during the selection process.

Upon completion of the posting period and after consideration of all referred applicants, the department must notify Human Resources of the selected applicant. The Human Resource Division will review the selection packet, the anticipated hiring salary, and will authorize the offer to be extended by the hiring manager. **No one has authority to make an offer or to offer a specific salary to a prospective classified employee until approval from HR has been obtained.**

Conditions of Employment

Human Resources will advise a prospective employee in writing of the following conditions of employment as appropriate:

- a. Salary (quoted to and accepted by applicant),
- b. pay periods, pay days, and participation in the direct deposit program,
- c. applicable employee benefits,
- d. criminal conviction background investigations,
- e. probationary period,
- f. continuation of employment contingent upon funding (if grant or restricted funds), and
- g. completion of an Employment Eligibility Form (I-9) on the first day of hire,
- h. verification of employment eligibility through the Federal eVerify program if employee is paid by federal contract funds, and
- i. child support disclosure and Selective Service registration inquiry.

Positions requiring a commercial driver's license require successful completion of pre-employment drug testing prior to the employee's first workday and random testing thereafter.

Other conditions of employment known to a department head/hiring authority should be discussed with Human Resources for approval and possible inclusion in the confirmation letter.

New Employee Orientation

All classified employees are required to attend new employee orientation to learn about the mission, vision, and values of VCU; customer service expectations; benefits; and Human Resource and University policies and procedures.

As part of the orientation process, classified employees on both campuses are scheduled for a pre-placement health assessment with Employee Health Services. The assessment provides an opportunity for any required immunizations or health counseling in support of internal safety programs and Occupational Safety and Health Administration (OSHA) laws including appropriate assessment of employees who may be in contact with human blood and/or body fluids.

Promotions and Transfers

Knowledge, skills, ability, and competencies will be considered in evaluating current employees for promotions, competitive voluntary transfers, and competitive voluntary demotions. A department may not deny an employee the opportunity, if he/she qualifies, to accept a promotion, voluntary transfer, or voluntary demotion either within the institution or to another state agency.

An employee should give appropriate notice when moving from one department or agency to another. Normally, employees are expected to provide at least two weeks advance written notice to their supervisor. Department heads and managers are expected to give a minimum of 30 days written notice. In either case, a different notice period may be negotiated to continue services with minimal disruption.

Non-competitive voluntary transfers and demotions may sometimes occur as an alternative when an employee is unable to adapt to specific job requirements; however, this option is not guaranteed by University or State policy. Transfers, either laterally or downward, may occur during the application of the layoff policy.