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HUMAN RESOURCES PROCEDURES

Under the general direction of the Vice Chancellor Business and Finance, the Human Resources Office has the responsibility for the development of operational procedures to employ Managerial and Office/Service personnel. The Director of Human Resources must approve exceptions to these procedures in advance. The Office of the Vice Chancellor for Academic and Student Affairs is responsible for employment matters for faculty positions.

These procedures are in accordance with the University's Equal Opportunity and Affirmative Action Policy which states that all decisions regarding recruitment, hiring, promotions, and all other terms and conditions of employment be made without discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, Vietnam-era veteran status, sexual orientation, political affiliation, or other factors which lawfully cannot be the basis for employment decisions. These procedures are not intended to be all-inclusive. Questions regarding employment procedures should be directed to Human Resources (554-2321).

When a position vacancy occurs, three procedures are generally required before recruitment for applicants begins: position classification, personnel requisition and position justification. When these requirements have been satisfied, the actual recruitment and selection processes may commence. The following is an explanation of each of the employment processes.

CLASSIFICATION AND COMPENSATION

Each Managerial and Office/Service position is assigned to a family and a zone based upon the duties, responsibilities and requirements of the position. Written descriptions are maintained in the Human Resources Office. The written description defines the position, describes the most typical duties and responsibilities, defines the type and extent of supervision received and exercised, and provides a summary of the minimum standards of education, training, experience and other qualifications required. A job code is assigned to each position for the purpose of personnel transactions and budget and payroll administration. Departments may use working titles to facilitate work processes and when traditional practices in titling positions are determined to be appropriate. Department heads must make appropriate funding arrangements through the Budget Office for any changes to zone assignment.

Office/Service Procedures

Job Family and Zone Assignment of a New Position: A newly created position must be assigned to a job family and zone by the Human Resources Office prior to recruitment for the position. Assignment to a job family and zone is performed in the following manner: The Department Head of the requesting unit will prepare a University of Nebraska at Omaha Position Description Questionnaire including a description of the duties of the

position and the minimum required qualifications. The Human Resources Office will review the completed questionnaire to determine the appropriate job family and zone assignment.

Change of Zone Assignment of an Existing Position: If there is no significant change in duties and responsibilities, a reclassification is not necessary. However, if the duties and responsibilities of a position change for whatever reason, it may be necessary to assign that position to a different zone. A classification review will be performed by the Human Resources Office upon the request of the Department Head or at the discretion of the Human Resources Director.

Managerial Procedures

Job Family and Zone Assignment of a New Position: A newly created position must be assigned to a job family and zone by the Human Resources Office prior to recruitment for the position. Assignment to a job family and zone is performed in the following manner: The Department Head of the requesting unit will prepare a University of Nebraska at Omaha Position Description Questionnaire including a description of the duties of the position and the minimum required qualifications. The Human Resources Office will review the completed questionnaire to determine the appropriate job family and zone assignment. The Human Resources Office will evaluate the description. The resulting job family and zone will be assigned to the position.

Change of Zone Assignment of an Existing Position: If there is no significant change in duties and responsibilities, a salary grade change is not necessary. However, if the duties and responsibilities of a position change for whatever reason, it may be necessary to assign that position to a different zone. A position review will be performed by the Human Resources Office upon the request of the Department Head, or at the discretion of the Human Resources Director.

PERSONNEL REQUISITION

Before any recruitment activity begins, a personnel requisition must be completed for every Managerial and Office/Service position vacancy. The requisition is found on the website <http://careers.unomaha.edu/hr>. There the department must identify the duties to be performed in the position and the skills, knowledge, and abilities needed by a qualified applicant. Human Resources periodically offers training in completing the electronic requisition and is always available to provide assistance to those using the website.

All positions must be posted on the website for a minimum of five (5) working days after the vacancy announcement first appears. Also, the position must remain open long enough to accommodate the time needed by applicants to respond to non-local recruitment efforts. Positions are listed as “Position may close at any time.”

Advertising requests beyond the website and the hard copy of “Job Opportunities,” which is distributed on campus and to several agencies and schools, should be stipulated on the requisition along with a cost center to which the advertisements are to be charged. Examples are local and regional newspapers and professional publications/websites.

On receipt of the electronic requisition, Human Resources will contact the Hiring Authority to discuss other relevant departmental needs and any specific details of the position vacancy.

POSITION JUSTIFICATION

The Position Justification applies only to positions funded by state-aided budgets. It is a segment of the web-based Personnel Requisition found at <http://careers.unomaha.edu/hr>. It is completed as well as the Position Justification Narrative under the following circumstances:

- (A) When a new position is proposed,
- (B) When a position is vacated (including current TBA's) and is to be filled,
- (C) When a position is to be re-classified across major personnel categories: faculty, academic administrative, other administrative, managerial/professional staff, and office/service staff.

Recruitment may not begin until all approvals are secured through the web-based system.

RECRUITMENT

Human Resources is responsible for the recruitment of all Managerial and Office/Service staff members for the University.

ADVERTISING

Position vacancies on the UNO campus are listed weekly on the applicant website <http://careers.unomaha.edu> and published in the “Job Opportunities” list. The posting and list include the qualifications for each position. The “Job Opportunities” list is posted on the bulletin board, first floor, Eppley Administration Building, and is distributed through campus mail to departments.

In addition, a similar job opportunities list is distributed weekly to various external agencies and vocational schools that provide training or employment services to the community. The posting of vacancies with many of these agencies is required by Federal law and/or recommended by Federal guidelines. The wide distribution of this list throughout the community assures a diverse pool of qualified applicants and encourages applications from members of protected classes.

The University encourages the internal promotion of its employees to other positions for which they are qualified. Thus, hiring authorities may choose to consider only the UNO population, only the UN System population, or only those individuals employed within their respective administrative unit. The standard procedures for classifying a position and for processing the electronic requisition and position justification are the same as for those positions advertised externally. However, the Working Title on the electronic requisition for the position vacancy is designated as OPEN TO UNO COMMUNITY ONLY or OPEN TO UN SYSTEM ONLY or OPEN TO DEPARTMENT _____ ONLY.

Departments may desire to employ other methods of recruiting applicants. Among these sources are newspapers and professional journals, on-line listings, and radio and TV spots. Although Human Resources is responsible for placing such advertisements, the department bears all costs for the publication of these ads. In order to place ads, the department can indicate on the electronic requisition selected newspapers, journals, and desired dates of publication. Although departments can provide a copy of how they desire an ad to appear, Human Resources reserves the right to make necessary changes. Any applicable cost constraints in placing these ads must also be made known to Human Resources. Human Resources also should be informed of all recruitment efforts at professional/industry conventions, meetings, and job fairs prior to such activities.

SELECTION

Managerial

The selection process for Managerial positions begins when Human Resources receives the approved electronic requisition including the position justification (if relevant). Hiring Authorities then receive notification from Human Resources that recruitment has begun and are instructed to contact the Assistant to the Chancellor for Diversity and Equal Opportunity to discuss screening procedures for the position vacancy which comply with the Federal, State, and University equal opportunity requirements.

Human Resources reviews applications and any supporting documents submitted through the website to confirm that the applicants meet the advertised requirements of the position. Human Resources does not accept paper applications; applications are accepted through the website <http://careers.unomaha.edu> . Human Resources then sends the electronically submitted application/resume to the Hiring Authority. Hiring Authorities receive an email informing them that an application is available for their review. Hiring Authorities review applications at <http://careers.unomaha.edu/hr>.

All interviewing done in the selection process must follow EEO guidelines. The interview process must meet the standards of job-relatedness and nondiscrimination. It is recommended that Hiring Authorities prepare a list of job-related questions to be asked consistently of each applicant. The questions must focus on assessing the applicant's ability to perform the duties of the position. Questions which involve race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, political affiliation,

or Vietnam-era veteran status are inappropriate. Human Resources is available to assist Hiring Authorities in preparation for interviewing/screening. Hiring Authorities must check references of the finalist(s).

Office/Service

The selection process for Office/Service positions begins when Human Resources receives the approved electronically submitted requisition including the position justification (if relevant). Hiring Authorities then receive notification from Human Resources that recruitment has begun and are instructed to contact the Assistant to the Chancellor for Diversity and Equal Opportunity to discuss screening procedures for the position vacancy which comply with the Federal, State, and University equal opportunity requirements.

Human Resources conducts an initial screening interview of applicants for Office/Service positions. An on-line employment application must be completed before the scheduled interview. All employment applications are retained in storage for three years, but it is the applicant's responsibility to apply online with an updated application when an appropriate position vacancy becomes available.

After being interviewed in Human Resources, qualified applicants are referred to the Hiring Authority, who will schedule subsequent departmental interviews. Hiring Authorities receive an email notifying them that an application is available for review on the website.

Interviewing by the department must follow EEO guidelines for nondiscrimination. It is recommended that Hiring Authorities prepare a list of job-related questions to be asked consistently of each applicant. The questions must focus on assessing the applicant's ability to perform the duties of the position. Questions which involve race, color, religion, national origin, age, disability, marital status, sexual orientation, political affiliation, or Vietnam-era veteran status are inappropriate. Human Resources is available to assist Hiring Authorities in preparing for an interview.

If the recruitment sources requested fail to generate an adequate applicant pool, additional recruitment efforts may be made. For example, if a department desires an additional advertisement in the classified section of the local newspaper, the Hiring Authority will discuss the department's needs with Human Resources and provide the cost center to which the ad will be charged.

TRANSFERS

The University encourages the selection of "transfers" for positions within the University when the current employee has given valuable service to the University and possesses the necessary qualifications for the new position.

All current employees who are seeking another position within the University must complete an on-line application and apply on the website at <http://careers.unomaha.edu>. It is recommended that an employee complete a new hire probationary period before applying for another position.

Although departmental support facilitates the employee's transfer to another department, Human Resources realizes that informing the immediate supervisor may cause some discomfort on the part of the employee. Therefore, it is not required of the employee to inform the supervisor that he/she is applying for another position or is being considered for another position. The Hiring Authority should check with Human Resources on the appropriateness of contacting the transfer's present department.

When an employee is transferred, a two (2) weeks notice is normally expected. However, special accommodations can be made at the discretion of the losing department to allow the employee to begin the new position prior to that date.

HIRING

Offer of Employment

When the Hiring Authority selects an applicant for a position, the Hiring Authority is required to contact the Assistant to the Chancellor for Diversity and Equal Opportunity prior to extending an offer of employment. The Hiring Authority must also confirm the rate of pay to be offered with Human Resources and the start date of the new employee if the offer is accepted so New Employee Orientation may be scheduled. If the offer is rejected, the Hiring Authority may choose to extend an offer to another candidate or resume further recruitment activities.

Sample letters of offer are available for Managerial and Office/Service positions, whether grant or non-grant funded positions. See below.

Sample Letter of Offer: Managerial, Non-Grant Funded

http://www.unomaha.edu/humanresources/o_1_mgr_non_grant_funded.doc

Sample Letter of Offer: Managerial, Grant Funded

http://www.unomaha.edu/humanresources/o_1_mgr_grant_funded.doc

Sample Letter of Offer: Office/Service, Non-Grant Funded

http://www.unomaha.edu/humanresources/o_1_o_s_non_grant_funded.doc

Sample Letter of Offer: Office/Service, Grant Funded

http://www.unomaha.edu/humanresources/o_1_o_s_grant_funded.doc

The hiring department is responsible for thanking the candidates interviewed and not selected. The hiring department needs to notify Human Resources of the names of those the department will contact because Human Resources is responsible for informing the

remaining applicants that they were not selected. If the department prefers to send letters to all the unsuccessful candidates, the Hiring Authority must inform Human Resources to avoid duplication.

Salary Administration

Hiring Rates: All new employees will be hired at the minimum of the assigned salary grade unless otherwise authorized by the Director of Human Resources. New employees, whose qualifications clearly exceed the minimum qualifications of the position, may be hired at a rate higher than the minimum of the assigned salary grade with the approval of the Director of Human Resources. New employees may also be hired at a salary rate in excess of the minimum of the assigned salary grade if, in the opinion of the Director of Human Resources, economic or employment conditions make employment of qualified applicants at the minimum rate impractical. Internal equity and EEO/AA matters will be considered when making salary decisions. No salary offers above the minimum can be made without prior approval from the Director of Human Resources. On state-funded Office/Service positions, the difference between the hire rate and the minimum of the salary grade will be funded by UNO's Office/Service pool. On non-state-funded Office/Service positions and on all Managerial positions, departments must fund the full hiring rate or salary. Department Heads must make appropriate funding arrangements through the Budget Office when making salary decisions.

AFFIRMATIVE ACTION COMPLIANCE REVIEW

Managerial and Office/Service

When a position has been filled, the Hiring Authority must designate on the website (<http://careers.edu/hr>.) the disposition of each application (e.g., manager interviewed, finalists, offered job; not hired and reason). Doing so provides the Assistant to the Chancellor for Diversity and Equal Opportunity with the record for the various State and Federal regulatory agencies who review our employment decisions.

The Assistant to the Chancellor for Diversity and Equal Opportunity will review all reports to ensure that selection procedures have followed established University policies concerning nondiscrimination and affirmative action.

REPORTING TO WORK

The Immigration Reform and Control Act (IRCA) of 1986 prohibits employers from hiring illegal aliens. Employees must provide employers with documents that show 1) eligibility to work, and 2) identity. Managerial and Office/Service employees must complete an Employment Eligibility Verification Form, known as Form I-9. This form must be signed by the employee on the first day of work and by the reviewing department or Human Resources representative within three working days of beginning employment

at the University. New employees **who are not United States citizens** must complete the form in the Human Resources Office.

New employees report to work in the department to which they are hired. Human Resources will contact the new employee's supervisor to schedule New Employee Orientation shortly after the employee's first day of work.

TEMPORARY EMPLOYMENT

Occasionally the need arises for temporary help, e.g., clerical support, in a department. Human Resources maintains a small pool of such applicants. Former employees, spouses of present employees, and individuals seeking employment for a limited period of time make up the pool. When a department realizes the need for temporary help, a department representative should inform the Human Resources Office of the skills necessary, the length of time help will be needed, and the hourly wage to be paid. If Human Resources cannot acquire someone from the temporary pool, the department may contact a temporary employment agency; any fees associated with this hire are at the department's expense.